

Job description

Principal - Secondary

Job title	Principal - Secondary
Reporting to	Chief Executive Officer/Director of School improvement
Responsible for	Senior leaders and staff in school
Salary Scale (agreed in individual schools)	L34-L41

Vision and purpose

The role of Principal is crucial to the rapid improvement of schools in the Trust. The Principal is responsible and accountable for all standards in her school, for ensuring that all pupils are safe and happy and for astute financial management of the school budget. The Principal will ensure that the school's values align to those of the Trust, and, in addition, will develop and build a strong individual ethos rooted in the context and community of the school.

Main duties and responsibilities:

- Ensure that safeguarding is a priority in all aspects of the school and for the whole school community. Carry out and adhere routinely to all appropriate safeguarding procedures and processes in terms of recruitment, record keeping and staff and pupil behaviours
- Be responsible for ensuring the highest standard of teaching and learning and consequent achievement and progress at the school
- Promote and champion equality and British values in all aspects of the school's work
- Ensure the smooth running and operation of the school on a day to day basis
- Using regular, precise and rigorous self-evaluation, devise and implement a clear strategic plan for school improvement in line with Trust values
- Ensure the implementation of accurate and regular assessment of pupil progress by teachers and the analysis of this data by faculty/subject leaders
- Regularly review pupil achievement and progress information across all year groups, and for all groups of pupils to ensure your keen understanding of the quality of teaching and learning across the school
- Promote and champion the importance of strong progress and achievement by disadvantaged pupils and those pupils with special educational needs and/or disabilities
- Encourage, support and coach senior leaders, whilst holding them robustly to account
- Provide a role model of consistency, integrity, drive and purpose for all staff and students
- Forge productive and outward-facing links with external organisations and providers to enhance provision in the school and the Trust
- Liaise closely with other schools in the Trust to share and benefit from expertise
- Demonstrate commitment to school to school support across the Trust
- Ensure the welfare and motivation of all staff in the school

- Ensure positive relationships with parents and the school community, councillors, Trustees and community leaders
- Deliver, as required, high quality presentations to Trustees and Senior Trust leaders to inform about progress at the school

Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required.

This job description is current at the time of appointment but you may be directed to undertake other duties as required to ensure the smooth running of the school and following consultation with you, the job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.