STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

JOB DESCRIPTION

Job Title:	Principal		
School Base:	Eden Boys' Leadership Academy, Bradford		
Reports to:	Executive Director: Education	**Grade:**	L32 to L43
Staff Responsibility for:	All staff in the school	**Salary:**	£85,605 to £111,007
		Term:	Permanent Full time
Additional:	-		

JOB PURPOSE SUMMARY:

To provide outstanding leadership and management of the school and designated aspects of the Trust's work, to secure sustainable success and ensure the highest standards of learning and personal development for its learners.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Serving the Star Schools and Academies Programme

1.1. Support the activities of the Trust.

1.2. Help to develop the Star Academies '*School Improvement Model*' and sustain links with other Star Schools and Academies in your Star Partnership and nationwide as they are established.

1.3. Contribute to the development and delivery of the Star Institute.

1.4. Contribute to the development and delivery of the Star SCITT and other ITT related developments.

1.5. Contribute to the development and delivery of Department for Education (DfE) leadership and teaching programmes.

1.6. Support the leadership of other schools within your Star Partnership.

1.7. Share excellent practice and learn from, with and about other schools in the Star family of Schools and Academies.

1.8. Liaise effectively with, and support the work of the Trust Central Team to enable it to ensure the effectiveness of all Star Schools and Academies.

1.9. Ensure that all activities within the school serve the vision, strategic direction and priorities outlined by the Trust.

2. Strategic Direction and Development of the School

2.1. Provide strategic leadership and direction for the establishment of the school.

2.2. Provide inspiring and purposeful leadership for the staff and students within a caring and secure Islamic environment.

2.3. Work in partnership with the Local Governing Body, Trust Central Team, learners, staff, parents and other stakeholders to instil the ethos and values, which will underpin all activities within the school.

2.4. Formulate the overall aims and objectives for the school, which embody its ethos, vision and values.

2.5. Create and implement strategic development plans underpinned by sound financial planning, which identify short, medium and long-term priorities and targets for achieving and sustaining excellence.

2.6. Develop the school as a centre of excellence in leadership.

2.7. Regularly monitor and evaluate the performance of the school and respond and report to the Central Team and Local Governing Body.

2.8. Implement the Trust's policy on equal opportunities for all the staff and students.

2.9. Ensure that management, finances, organisation and administration of the school support its vision and aims.

2.10. Ensure that policies and practices take account of national, local and school data including inspection and the outcomes of school self-review.

2.11. Monitor, evaluate and review the impact of policies, priorities and targets of the school in practice, and take action if necessary.

2.12. Ensure that all those involved in the school are committed to its ethos, aims and values, are motivated to achieve them and involved in meeting long, medium and short term objectives and targets, which secure the educational success of the school.

2.13. Maintain positive relationships with strategic partners at all levels, both within the Trust and in the wider community.

2.14. Play an active role in the local family of schools and academies.

3. Teaching and Learning

3.1 Create and maintain an ethos of excellence and endeavour that promotes and secures outstanding teaching, excellent learning and the highest standards of achievement.

3.2 Determine, organise, implement and monitor the curriculum and its assessment and ensure that it:

a. Provides an academic focus for all learners.

b. Enables all learners to achieve the English Baccalaureate.

c. Is relevant to the needs of all students and takes account of the school's Islamic ethos.

d. Fulfils the school's legal responsibilities.

e. Provides opportunities for excellence in the leadership specialism of the academy.

f. Leads to outstanding achievement by all learners, regardless of prior ability.

3.3 Ensure that standards in literacy, numeracy and the subjects within the English Baccalaureate are priority targets for all students, including those with special educational needs.

3.4 Ensure that students develop personal learning and thinking skills across the curriculum so that they acquire the ability to learn, lead and serve more effectively and independently.

3.5 Determine, organise and implement a policy for the personal, spiritual, social, moral and cultural development of students.

3.6 Monitor and evaluate the quality of teaching, and standards of learning and achievement of all students in the school.

3.7 Determine and implement policies which promote:

a. Character development, self-discipline and commitment to the law and active citizenship.

b. Outstanding conduct and the development of exemplary citizens and outstanding Muslim values.

c. Positive strategies for developing excellent understanding and respect for other faiths and cultures.

3.8 Develop effective links with the community, including voluntary organisations and enterprises, to extend the curriculum and enhance learning and teaching.

3.9 Create and sustain an effective partnership with parents to support and improve students' achievement and personal development.

3.10 Promote extra-curricular activities across the curriculum and particularly within the specialism of 'Leadership'.

3.11 To participate, to such an extent as may be appropriate having regard to the Principal's other duties, in teaching students in the school.

3.12 To contribute to the improvement of teaching across the Trust's regional partnership and national family of schools.

3.13 To contribute to the improvement of teaching through Star Institute and DfE programmes.

4. Leading and Managing Staff

4.1. Provide effective and regular operational management of senior leaders with regular oversight, appraisal and delegation of responsibilities.

4.2. Participate in the recruitment and selection of teaching and non-teaching staff.

4.3. Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.

4.4. Implement and sustain effective systems for the management of staff performance including the development and maintenance of a culture of high expectations of self and of others, taking appropriate action when performance is unsatisfactory.

4.5. Lead, co-ordinate and monitor the continuing professional development of staff, including the induction of newly qualified teachers, based on assessment of needs and in relation to the standards for qualified teacher status (QTS) and standards for induction.

4.6. Ensure that professional duties are fulfilled, as specified in the Contract of Employment, including those for the Principal.

4.7. Arrange for the Vice Principal or suitable person, to assume responsibility for the discharge of the Principal's function at any time when absent from school.

4.8. Develop good working relationships with governors, staff, students, parents/carers, the community and other stakeholders within and beyond the Trust.

4.9. Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.

5. Efficient and Effective Deployment of Staff and Resources

5.1 Lead the development of school-level policies and procedures for approval by the Trust Central Team concerning the school's resource and asset management.

5.2 Set appropriate priorities for expenditure, allocation of funds and effective administration and control by:

a. Effective management of the school's budget.

b. Rational allocation and monitoring of time, space and material resources.

c. Ensuring effective and safe arrangements for the situating and storage of material and equipment.

5.3 Exploit financial opportunities to improve and develop the school building, and manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum and health and safety regulations.

5.4 Make arrangements for the security and effective supervision of the school buildings, their contents

and the grounds.

5.5 Ensure that any lack of maintenance, repairs or modification, including breaches of Health and Safety legislation, is acted upon promptly and in accordance with the delegation arrangements of the Trust.

5.6 Ensure effective working relationships with external agencies and services contracted to the school and the Trust.

5.7 Work with the Trust Central Team to recruit and retain staff of the highest quality and assist in their professional development.

5.8 Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve students' achievements, ensure efficiency and secure value for money.

6. Accountability

6.1. Create and develop an organisation in which all staff recognise that they are accountable for the success of the school.

6.2. Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including staff, governors, the Trust Central Team, local community, OFSTED, and others to enable them to play their part effectively.

6.3. Ensure that parents/carers and students are well informed about the curriculum, attainment, behaviour, attendance and progress, and that parents are aware of the contribution they can make in supporting their child's learning and achieving the school's targets for improvement.

6.4. Maintain such records of the school as are appropriate to communicate its development, improvements and achievements.

6.5. Provide accurate information, objective advice and support to the Local Governing Body to enable it to meet its responsibilities for securing effective teaching and learning, improved standards of achievement, and for achieving efficiency and value for money.

6.6. Carry out any such duties as may be reasonably required by the Trust Central Team and Local Governing Body.

7. Other Responsibilities

7.1. Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.

7.2. Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.

7.3. Contribute to the wider life of the Trust, its schools and its community through out-of-hours and partnership work.

7.4. Carry out any such duties as may be reasonably required by the Trust.

8. Records Management

All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.

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PERSON SPECIFICATION

		Assessed by:	
No	**CATEGORIES**	**App Form**	**Interview /Task**
QUALIFICATIONS			
1.	Degree-level qualification and Qualified Teacher Status.	✓	
2.	Evidence of training and relevant qualifications in educational and school leadership and management.	✓	✓
EXPERIENCE			
3.	Substantial experience of leadership and management within and across school settings.	✓	✓
4.	Experience of managing delegated organisational budgets and other external funding sources.	✓	✓
5.	Experience of self-evaluation procedures and strategic analyses both within and across schools.	✓	✓
6.	Successful leadership of change management within and across schools.	✓	✓
7.	Experience of successful people and performance management.	✓	✓
8.	Experience of successful strategic planning within and across schools.	✓	✓
9.	Experience of successful partnership working.	✓	✓
KNOWLEDGE & UNDERSTANDING			
10.	What constitutes outstanding educational provision.	✓	✓
11.	The characteristics of effective learning communities and strategies for: - Raising students' achievement and aspirations. - Personalised excellence in leadership. - Developing outstanding citizens with exemplary character and regard for the law.	✓	✓
12.	Understanding of the requirements of successful post-16 provision.	✓	✓
13.	Strategies for developing understanding about the duties, opportunities, responsibilities and rights of outstanding citizens.	✓	✓
14.	Requirements and models for: - The curriculum and its assessment.	✓	✓

	- Effective teaching and assessment methods. - Implementing effective intervention programmes.		
15.	Leadership styles and practices, and their effects in different contexts within and across schools.	✓	✓
16.	Management, including employment law, equal opportunities legislation, personnel and external relations.		✓
17.	Governance at national, local and school levels.		✓
18.	Awareness of local and national initiatives, including the impact of its faith ethos & Free School status.	✓	✓
19.	Effective and efficient approaches to practice transfer and development across schools and to quality assurance.	✓	✓
SKILLS & ABILITIES			
20.	Create, and secure commitment to, a clear vision for an effective and high achieving Islamic faith based school.	✓	✓
21.	Create and maintain an ethos of excellence and endeavour that is founded on integrity, accountability and a sense of service.		✓
22.	Lead and manage people to work towards common goals.		✓
23.	Use comparative data, together with information about students' prior attainment, to establish benchmarks and set targets for improvement.		✓
24.	Communicate effectively orally and in writing to a range of audiences.	✓	✓
25.	Use Information & Communication Technology efficiently and effectively to enhance the management of the school.	✓	✓
26.	Prioritise and manage own time effectively and work under pressure and to deadlines.		✓
27.	Demonstrate a commitment to celebrating diversity and promoting social cohesion in a multi-cultural setting.		✓
28.	Liaise effectively and constructively with governors and other stakeholders within the Trust and community.	✓	✓
29.	Strategically lead school improvement activities across groups of schools to establish effective partnership working.	✓	✓
PERSONAL QUALITIES			
30.	Commitment to an academic curriculum, rigorous assessment and the highest standards of achievement.	✓	✓
31.	Commitment to continuous improvement through honest self-evaluation, an acute sense of accountability and a commitment to transparency.	✓	✓
32.	Effective communicator, able to build and sustain positive relationships with all stakeholders in the school community and across school networks and partnerships.	✓	✓
33.	Commitment to the development of the school as a centre of excellence in the community.	✓	✓
34.	Commitment to a self-improving school led system	✓	✓

35.	Highest levels of integrity and probity and a commitment to highest levels of effort, endeavour and focus on standards.	✓	✓
36.	Adaptability to change and embracing of innovation and creativity.	✓	✓
37.	Energy, vigour and perseverance.	✓	✓
38.	Committed to the professional development of colleagues within and across schools and self.	✓	✓
39.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	✓	✓
40.	A strong commitment to the Trust value of 'Service'.	✓	✓
41.	A strong commitment to the Trust value of 'Teamwork'.	✓	✓
42.	A strong commitment to the Trust value of 'Ambition'.	✓	✓
43.	A strong commitment to the Trust value of 'Respect'.	✓	✓
44.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and Islamic ethos of the Establishment.	✓	✓
45.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	✓	✓