## W:\The_Hammond_Logo_colour.jpg

## JOB DESCRIPTION: PRINCIPAL

The Principal is accountable to the Directors and responsible for reporting regularly to the Chair of the Board of Directors.

**MAIN ORGANISATIONAL RELATIONSHIPS**

Internal: Chair of Directors and Board of Directors, Vice Principals, Assistant Vice-Principals, Head of Resources, HR Officer, Finance Team, Head of Boarding, Marketing Team, Prep School staff, Academic Teachers, Vocational Teachers, Administration Teams, IT Team, Facilities and Estates Teams

External: Maintain strong relationships with: Local community partners, local primary and secondary schools, performing arts organisations, local, national and international organisations for promotion purposes

**CORE RESPONSIBILITIES**

# The Principal will lead and be responsible for:

# In conjunction with Directors, formulate the aims and objectives of the school, having established the vision and strategic direction of the school

1. Under a delegated framework agree with Directors the policies, processes and procedures through which the vision and direction will be achieved through the school’s Development and Improvement Plans
2. Communicating the policies and processes to school management and all staff whilst ensuring the Leadership Management Team understand their roles and responsibilities in delivering the schools’ plans
3. Ensuring effective consultation with all relevant staff on all proposed changes, and where appropriate parents
4. Effectively managing and developing the Leadership Management Team, whilst ensuring each Head of Department fulfils their team management and development responsibilities
5. In conjunction with the Head of Resources, ensure effective budget planning, monitoring and accountability processes are in place
6. Providing and leveraging all opportunities within the Community and performing arts sector to promote the school, its attributes, courses and ethos in order to meet and exceed admission numbers
7. Leading by example to ensure all staff achieve the highest possible professional, academic and vocational standards
8. Leading on all matters relating to Safeguarding within the school for pupils/students and staff
9. Undertaking overall responsibility for the Estates of the School and its Boarding Houses and associated accountabilities

The following areas of responsibility within this job description may be amended from time to time following consultation with The Principal.

 **PROFESSIONAL DUTIES**

1. **Recruitment**
2. Consult and agree new appointments with Directors, in line with the Development Plan and the relevant outcomes from the Sub-Committees of Finance and HR set up at the instruction of the Board
3. Lead on the selection and appointment of members of the Leadership Management Team (LMT) and other senior members of School in consultation with the Directors
4. Ensure fair selection processes are conducted for the appointment of all staff

1. **Leadership**

The Principal is responsible for:

1. The leadership of the School as a whole
2. Planning the development of the School in consultation with key stakeholders
3. Developing and implementing the policies, procedures, instructions and decisions of the Directors
4. Ensuring high standards of management are conducted throughout the school, through the LMT and other school Managers, ensuring they fulfil their role responsibilities and accountabilities as outlined in their respective job descriptions
5. Effectively chair weekly meetings of the LMT ensuring decisions taken are minuted and communicated to relevant stakeholders, and where appropriate, all staff. Minutes of these meetings should be made available to the Board of Directors if requested
6. **Standards of teaching and learning**
7. Ensure the standards of teaching and learning in the School meet the needs of all pupils,
8. Ensure appropriate standards of professional performance are established and maintained
9. Ensure the appraisal, training, development and induction of all staff are carried out in line with school procedures
10. **Pastoral Care/Discipline**

The Principal will work with the LMT in:

1. Determining and ensuring the implementation of a good behaviour and conduct policy for the care and discipline of the pupils/students and taking appropriate and consistent action where these standards are not being upheld
2. Communicating these standards to all pupils/students, parents and staff ensuring consistent management and implementation
3. Complying at all times with the School’s policy as to the discipline, suspension, removal or expulsion of pupils.
4. **Relations with Parents**
5. Ensuring that parents receive regular information about the school curriculum, the progress of their children and other matters affecting the school so as to promote common understanding of its aims
6. Communicates clearly, satisfactorily and promptly with parents and pupils/students and manages their expectations
7. Establishes and operates satisfactory procedures for the prompt handling of complaints or queries
8. **Relations with the wider community**
* Ensuring that the school is in liaison with other establishments, schools and further education establishments, bodies and groups with which the school has a relationship
* Regularly review the interaction of the school with local, national and international bodies in order to further promote the school’s activities and opportunities

**FINANCE AND PERFORMANCE**

* Work with the Head of Resources to ensure that all financial and material resources of the school are effectively allocated, controlled, monitored and accounted for.
* In partnership with the Vice Principals and Head of Resources ensure that the provisions for pupils/students and staff are regularly reviewed and incorporated into Development plans.

**MARKETING**

# The Principal is responsible for representing the School in the community by:

1. Fostering a forward thinking ‘marketing culture’ within the School so that each member of staff is aware of the contribution s/he can make to the promotion of the School
2. Ensure the school is effectively marketed at Open Days, other events, online through its website and social media channels
3. Fostering excellent relationships with the local neighbourhood and community bearing in mind the ‘Boarding’ element of the School
4. Working with the LMT devise and implement a sound and forward thinking Marketing Plan

**PROFESSIONAL DEVELOPMENT**

The Principal will:

1. Following completion of their annual appraisal, agree appropriate professional training and development activities for the forthcoming year.
2. Be appraised annually by two nominated Directors, supported by a suitably skilled and/or experienced external advisor appointed by the Directors.
3. Keep abreast of changes within the education sector, in particular those affecting independent schools