

Job description

Principal - Secondary/6th Form

Job title	Principal – Secondary/6 th Form
Reporting to	Chief Executive Officer/Director of School improvement
Responsible for	Senior leaders and staff in the school/college
Salary Scale	

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/his school/college, for ensuring that all students are safe and happy and for astute financial management of the college budget. The Principal will ensure that the college'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 college.

Main duties and responsibilities:

Ensure that safeguarding is a priority in all aspects of the college and for the whole college community. Carry out and adhere routinely to all appropriate safeguarding procedures and processes in terms of recruitment, record keeping and staff and student behaviours.

1. Delivering the Trust and College Mission and Direction:

- a) Provide effective and inspiring leadership of the whole College community
- b) Adhere to the core values of the Trust and to develop a College vision with which to inspire and motivate all staff and students.
- d) Using regular, precise and rigorous self-evaluation, devise and implement a clear strategic plan for College improvement in line with Trust values, in consultation with Academy Council, staff and other interested parties.
- e) In liaison with the CEO, create appropriate leadership and management structures in the College, continually improving the learning culture of the College and encouraging excellence in the quality of courses and services provided.
- f) Encourage, support and coach senior leaders, whilst holding them robustly to account.
- g) Provide a role model of consistency, integrity, drive and purpose for all staff and students.
- h) Promote and champion equality and British values in all aspects of the College's work and ensure a College commitment to equality of opportunity and respect for diversity.

2. Quality of Teaching and Learning:

- a) Be responsible for ensuring the highest standard of teaching and learning and student support and consequent high levels of achievement and progress at the college to determine the academic provision and development of the College, within the framework of its policies and strategies.
- b) Ensure the implementation of accurate and regular assessment of student progress by teachers and the analysis of this data by faculty/subject leaders.

- c) Regularly review student achievement and progress information across all year groups, and for all groups of students to ensure your keen understanding of the quality of teaching and learning across the college.
- d) Promote and champion the importance of strong progress and achievement by disadvantaged students and those students with special educational needs and/or disabilities.
- e) Deliver, as required, high quality presentations to Trustees and Senior Trust leaders to inform about progress at the college.
- f) Strive to make the College an inclusive, student-centred organisation and an effective learning environment.
- g) Ensure that the College makes necessary preparations and achieves deadlines in order to comply with requirements for Ofsted Inspection.
- h) Ensure that health and safety, safeguarding the welfare of young people and environmental responsibility are properly discharged.
- i) Ensure there are effective arrangements for the maintenance of student discipline within the rules and procedures provided for within the Articles.

3. Management of Staff:

- a) Provide dynamic and empathetic leadership of all staff and to be an excellent role model and manager.
- b) Plan and review the successful recruitment and deployment of staff, within the agreed framework set by the Trust.
- c) Oversee the recruitment, selection, appointment, grading, appraisal, professional development and suspension and dismissal of staff, other than senior postholders, within the agreed framework set by the Trust.
- d) Determine the pay and conditions of service of staff, other than those designated as senior postholders, within the agreed framework set by the Trust.
- e) Ensure that the College at all levels is committed to the development and personal growth of all staff.

4. Finance and Resources:

- a) Act as the College Accounting Officer.
- b) Be responsible to the CEO and the Trust for the overall management of all College staff and resources and delivery to agreed plans.
- c) Ensure that the College is financially sound, has adequate control systems and that public funds are managed in line with HM Treasury's guidance on propriety and regularity.
- d) Take responsibility for ensuring effective financial planning and implementation of management controls to enable efficient utilisation of physical and financial resources.
- e) Ensure that funds from the EFA and other bodies are used only for the purpose for which they are given and in accordance with any terms and conditions attached to them.
- f) Ensure timely and accurate preparation of estimates of income and expenditure for consideration and ultimate approval by the Trust, and that appropriate arrangements are made for the management and accounting of the budget including its regular reporting to the Trust.

5. Partners and Networks:

- a) Further encourage the development of mutually supportive partnerships and alliances across the Trust, with the local community, other education

- providers, professional bodies, LSC, Local Authority and Government departments/agencies.
- b) Forge productive and outward-facing links with external organisations and providers to enhance provision in the college and the Trust.
 - c) Liaise closely with other schools in the Trust to share and benefit from expertise.
 - d) Demonstrate commitment to school to school support across the Trust.
 - e) Develop a proactive, productive and entrepreneurial culture in the College to enable it to adapt to external changes.
 - f) Represent and promote the College and the Trust at local, regional, national and international levels.
 - g) Manage the interface between the College and the external community.

6. Other Duties:

- a) Take part in the College Professional Development and Performance Review Scheme including acting as an appraiser.
- b) Be responsible, in consultation with the CEO, for determining the College's responses to the media or to other groups acting as spokesperson for the College on all matters of significance.
- c) Be responsible for Health and Safety within areas of own responsibility as laid out in the College Health and Safety Policy.

To carry out such other duties as the Trust may, from time to time, determine in conjunction with the postholder, to ensure the effective development of the College.

It should be recognised that this job description is subject to change as the circumstances of the College change, and the postholder must therefore recognise and actively adapt to such changes as they affect the job described.