

Principal Job Description

The Principal is expected to provide vision and professional leadership to the school to maintain its success and to ensure a high quality of education for all its pupils.

They will promote the aims of the school through the implementation of the school's policies and manage the resources in order to create an environment in which both pupils and staff are able to achieve their full potential.

Main Purpose:

Have a strategic view of successfully developing and improving the school.

Advise the School Management on the formation of its policies and their implementation.

Main Activities:

1. TEACHING & LEARNING

- Provide teaching cover when needed.
- Provide targeted support to students with special educational needs and those who are in the early stages of learning English as an additional language until a dedicated professional is appointed to carry out this role.
- Take an active role in the supervision of students with the staff.
- Give a high priority to the further development of a wide range of teaching and learning opportunities.

- Ensure that a system for monitoring and developing the quality assurance of teaching and learning is in place.
- Ensure that any statutory requirements for the curricula used are met.
- Provide a broad, balanced and relevant curriculum.
- Have oversight of the curriculum, pastoral care and administration of the school all of which should be appropriate to the pupils' experience, interests and aptitudes.
- Promote the effective management of pupil behaviour.
- Ensure that there is an effective assessment, recording and reporting system of pupil progress.
- Monitor and evaluate the curriculum.
- Encourage new developments within the curriculum.

2. LEADING AND MANAGING STAFF

- Work with the School Management in the recruitment and selection of teaching and support staff.
- Maximise the contribution of all staff to improving the quality of education provided and standards achieved.
- Manage effectively the deployment and performance of all staff.
- Create and maintain good working relationships amongst all members of the school community.
- Sustain motivation.
- Promote the school's ethos in which the highest standards are expected from all members of the school community.
- Have a duty of care regarding staff welfare.

- Encourage initiative and teamwork.

3. EFFICIENT AND EFFECTIVE USE OF STAFF AND RESOURCES

- Plan, manage and monitor the curriculum within the agreed budget, setting appropriate priorities for expenditure allocating funds and aiding effective administration control.
- Advise the School Management on the formulation of the annual budget in order that the school secures its objectives.
- Work with School Management with the regular monitoring of the budget.
- Ensure that the allocation and use of accommodation provides a positive learning environment that promotes the highest achievements for all.
- Seek to secure adequate resources for the school.

4. ACCOUNTABILITY

- Work closely with the School Management.
- Secure a positive working relationship with the School Management.
- Provide information, objective advice and support to the School Management.
- Ensure that the school has a system for the collection and analysis of performance data to promote school improvement.
- Ensure that parents and pupils are well informed about curriculum attainment and progress and are able to understand targets for improvement.
- Develop and encourage working partnerships with parents and carers.
- Develop and encourage good relations between the school and the local community.