

JOB DESCRIPTION

Post title:	Principal of Excelsior College
Academy:	Excelsior Academy
Reporting to:	Executive Principal
Salary/Pay range:	£60,000
Hours of work:	Full time

Purpose of Job

Leading, managing and monitoring the development of Excelsior College

There is an expectation that all adults who work at Excelsior Academy will:

- Create opportunities to support the Academy vision
- Have respect and care for pupils/students and all other adults
- Set the highest possible standards through the way in which we behave, talk to each other and strive for excellence in all that we do
- Support the Academy uniform policy and echo this through professional and business-like mode of dress

Main Duties and Responsibilities

Working with the Executive Principal and Laidlaw Schools Trust (LST) to determine the vision and direction of 6th form provision and ensure its effective delivery, ensuring high quality in all aspects of 6th Form experience.

Leading, managing and monitoring its development to ensure high aspirations, high expectations and high standards in all aspects of Excelsior College life within Excelsior Academy.

Working with the 11–16 School Principals and their Strategic Teams to ensure effective course progression at 16+ and that qualifications offered post 16 build on learning from previous courses and qualifications offered from 14+.

Responsibilities Include

- Ensure high quality 16+ provision, including AS level, A level, L3 Vocational Qualifications and L2 qualifications appropriate to continue the wide range of courses and qualifications that pupils experience at KS4.
- Ensure that Excelsior College is a welcoming and stimulating learning environment where pupils of all abilities and backgrounds feel supported to achieve their potential.
- Produce, implement, monitor and evaluate the Development Plan and Raising Achievement Plan for Excelsior College.
- Work collaboratively with the 11 – 16 School Principals and their strategic teams to ensure effective progression with regards to curriculum, teaching and learning and welfare support for all pupils between their 11- 16 Schools and Excelsior College.
- Implement, deliver and monitor the application of all Academy policies within Excelsior College, with specific reference to those relevant to standards of teaching and learning.
- Ensure an effective induction programme is in place for all students of Excelsior College including appropriate induction for those students who join The Academy from other schools/ colleges at 16+.

- Work collaboratively with the 11 – 16 School Principals and their strategic teams to ensure effective progression with regards to welfare and development for all pupils between their Schools and Excelsior College.
- Implement fully the Academy's Performance Management Policy and ensure the effective Performance Management of all staff who work with 6th form students.
- Lead, manage, monitor and evaluate the effectiveness of teaching and its impact on learning.
- Ensure that best practice in relation to teaching and learning is identified and shared.
- Identify concerns with regards to the standard and quality of teaching and implement effective intervention.
- Maintain an overview of the progress of all students within Excelsior College and implement an effective strategy for tracking and intervention to ensure that all achieve their potential.
- Ensure that parents/ carers as well are kept fully informed of the progress of their children
- Ensure that the Executive Principal and LST are kept fully informed of the progress of all pupils.
- Establish and develop collaborative links with other post 16 providers
- Develop robust routes into higher education, training and work.
- Ensure that all students are offered high quality experiences that ensure they are well equipped for life after Excelsior College, as a citizen and independent learner.
- Ensure that post 16 students play a full part in the life of the Academy and are given every opportunity to take responsibility for themselves and others.
- Work with parents / carers to ensure effective home / college communication and support for Excelsior College Students.
- Ensure that all budgets/ monies delegated are effectively managed.
- Within the Senior Leadership Group:-
 - Contribute positively to meetings
 - Represent the Academy Leadership at internal and external events
 - Take responsibility for broader, overall academy leadership functions such as strand and subject leadership and Academy monitoring

Other Duties

- Any other duties as may reasonably be requested by the Executive Principal. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so
- Ensure that legally required routine maintenance is carried out at the recommended frequency.
- Ensure that all tasks and activities are undertaken in accordance with the Academy Health and Safety policy, including the activities of customers and contractors.

- Carry out routine inspections to assess /establish any damage to equipment, fixtures and fittings and where possible carry out minor repairs or report the need for repairs through the relevant procedure
- Assess new equipment prior to purchase to ensure suitability, fitness for purpose and energy impact.
- Willingness to undertake First Aid training and implement when required
- Ensure if required; protective clothing is worn, only approved materials are used and that safe methods of work are adopted in line with H & S requirements

Safeguarding

- Promote the safeguarding and welfare of children and young persons the post holder is responsible for or comes into contact with.
- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2016 where required