

JOB PROFILE

JOB TITLE:	Principal
REGION:	South East
LOCATION:	Meadows School
ACCOUNTABLE FOR (STAFF) :	As specified
RESPONSIBLE TO:	Assistant Director Children's Services

JOB PURPOSE:

To lead and manage within an agreed strategic framework the school, together with the residential services so that the school is effective, self-managing, self-evaluating and self-improving, and with high achieving pupils and staff. The Principal is accountable and responsible to the Assistant Director of Children's Services (SEA) and to the Governing Body of the school.

RESPONSIBILITIES:

FOR RESOURCES

- Manage and control the school and its internal organisation, including the residential unit and the effective use of all resources, and the deployment of teaching and support staff.
- To be responsible for financial management which includes integration of financial planning and strategic and curriculum planning; implementation and maintenance of secure procedures, systems, and adherence to all organisational financial standards and regulations.

FOR PEOPLE (STAFF, STUDENTS, VOLUNTEERS)

1. School aims and objectives

- Define the aims and objectives of the school, setting these out in a fully costed School Development Plan produced in consultation and agreement with staff and the Governing Body. The Development Plan needs to reflect both national statutory requirements and the Authority's policies, and be focussed on improving educational outcomes and ensuring best value for money.

2. Curriculum development

- Develop a curriculum, within the context of statutory requirements, appropriate to the abilities, aptitudes and special educational needs of the pupils. Deliver this curriculum effectively with high standards and expectations to maximise pupil achievement and minimise all forms of educational disadvantage within a purposeful working environment.
- To ensure the spiritual, moral, social, emotional and cultural needs of pupils in attendance at the school is promoted in line with DfE requirements.
- To implement and develop the whole curriculum agreed with the governing body.
- To develop, monitor, evaluate and improve the quality of teaching all pupils.
- To ensure achievement is maintained and improved and that appropriate and motivating targets are set for individual pupils and the school.
- To develop evidence based practice, which addresses a range of barriers to learning, with a specific emphasis on severe barriers to learning.

3. Discipline

Develop and implement a whole school behaviour plan in line with Barnardo's Care and Control policy. This involves:

- a. taking measures to ensure the pupils have self-discipline and proper regard for authority;
- b. encouraging good behaviour on the part of the pupils;
- c. ensuring that the standard of behaviour of the pupils is acceptable and otherwise regulating the
- d. conduct of the pupils;
- e. making such measures generally known within the school; and
- f. ensuring that they are implemented.

4. Record keeping/Management

- To supervise and ensure effective recording systems in all areas of the school.
- To ensure recording standards comply with Barnardo's Recording Policy and National Standards.
- To maintain records in line with the Data Protection Act.

5. Management of staff

- Ensure the effective deployment and management of all teaching and non- teaching staff of the school, allocating particular duties to them in line with their conditions of employment.
- Ensure appropriate delegation of duties to key roles including the Head of Education (Deputy Principal) and the Head of Care (Deputy Principal).
- Ensure effective supervision and appraisal systems are in operation across the school in line with Barnardo's policies and in accordance with regulations made under Section 49 of the Education Act 1986.
- Ensure that staff are managed in accordance with relevant performance competency and capability procedures.
- Ensure the assessment system for threshold payments is implemented in line with Dfe guidance and Barnardo's agreed procedures.
- To facilitate and support teaching and learning through maintenance and development of a high quality physical and learning environment.
- To ensure staff are aware of the priority of pupil safeguarding and that training and school procedures reflect this importance.
- Through professional development, to ensure all staff understand the mission and ethos of the school, its current aims and objectives and their role.

6. The Governing Body

- Assist, advise and work with the Governing Body on all aspects of the school. Present a written report to each full and formal meeting and share any relevant inspection and evaluation reports with the group.
- With governing body and other key stakeholders, to develop an agreed strategic plan for the school that includes short, medium and long term targets and which is based upon secure and robust financial/resources planning.
- To work in line with Barnardo's corporate strategy.

7. Absence

In the absence of the Principal, ensure that the Head of Education assumes responsibility for the school – in her/his absence, this responsibility is delegated to the Head of Care.

8. Policy and procedure

- Ensure that all relevant Barnardo's policies and procedures are implemented at the school.

9. Basis and Values and Equality of Opportunity

- a) Undertake all duties within a framework of promoting equality of opportunity in line with Barnardo's Basis and Values.
- b) Ensure that there is a whole school approach and that all staff and volunteers understand and take personal responsibility for ensuring the promotion and implementation of the Basis and Values and Equality of Opportunity.
- c) Is proactive in promoting equality and diversity matters; monitoring compliance to legislation, policy and practice in all aspects of the school's operations and encouraging full engagement on such issues by staff, workers and volunteers.

10. Other duties

- Develop and implement a marketing strategy for the school in consultation with the ADCS and the Governing Body.
- Participate, where relevant and in the best interest of the school, in raising the public profile of the work of the school and Barnardo's through publicity, speeches, conferences and events.
- Fully participate in individual supervision, appraisal and training offered by Barnardo's to ensure accountability, responsibility, professional development and support.
- Carry out any other reasonable duties that may be required from time to time.
- Undertake on-call duties on average two nights per week.

FOR HEALTH AND SAFETY

- To promote, monitor and maintain health safety and security in the working environment

PERSON PROFILE

JOB TITLE: Principal

DATE: January 2019

REPORTS TO: Assistant Director Children's Services

REGION: South East & Anglia

E=Essential

D=Desirable

REQUIREMENT	ESSENTIAL
1. Knowledge/Qualifications <ul style="list-style-type: none"> • Qualified Teacher Status/experience as Principal • Relevant and recent inset. • Evidence of recent extended study and/or continuous professional development in leadership and management in schools • NPQH • Knowledge and understanding of safeguarding and child protection policy and practice. 	E E E D E
2. Experience and Achievements <ul style="list-style-type: none"> • Successful track record of headship • Experience of working within a school with residential provision • Substantial experience of working within special education • Experience of using comparative data, together with information about pupils' prior attainment, to establish Benchmarks, set and monitor targets for improvement. • Experience of the requirements and models for the curriculum and its assessment and strategies to achieve effective teaching and learning, including literacy, numeracy, and information technology • Experience of working within a range of policies which are relevant to school management • Resource and development planning, including budget management and efficient and effective deployment of staff and resources. • Experience of performance management, supervision, appraisal of staff and their continuing professional development • Successful involvement in school self-evaluation process as an aid in institutional improvement, 	E D E E E E E E

<p>Meadows unique, and ensure that both vision and values are translated consistently by leadership and management to ensure justice and the highest levels of achievement and personal development</p> <ul style="list-style-type: none"> • Ability to interact positively with young people whilst maintaining and establishing appropriate boundaries 	E
<p>4. Personal Qualities – Characteristics, Styles, Interest and Attitudes</p> <ul style="list-style-type: none"> • Ability to be calm and proactive in a crisis, giving clear and consistent leadership • Ability to maintain self when working under pressure • To demonstrate energy, vigour, perseverance, enthusiasm, integrity and commitment 	<p>E</p> <p>E</p> <p>E</p>
<p>5. Barnardo's Basis and Values and Equal Opportunities</p> <ul style="list-style-type: none"> • Ability to actively work to implement Barnardo's Basis and Values • Ability to effectively implement the school's plan in relation to Equal Opportunities, with a specific emphasis on developing services relevant to black and minority ethnic pupils and their communities, and to maintain this through Barnardo's core standards 	<p>E</p> <p>E</p>
<p>6. Circumstances/Health</p> <p>Staff should be able to abide by Barnardo's Smoking Policy which does not permit smoking at work</p>	