

Job Description: Principal



Date	May 2025	Salary Grade:	Primary: L12 – L24
Accountable to	CEO	Hours per week	Full time
In liaison with	SLT		

Purpose of the Post

This is a permanent and full-time post, reporting to the CEO and Board of Trustees. The key aspects of the Principal's role include:

1. Character, vision and ethos of school
2. Outcomes, standards and behaviour
3. Management of resources
4. Safeguarding
5. Health and Safety

Character, Vision and Ethos

- Lead by example, demonstrating respect, integrity, resilience, clarity and commitment to the school, students, parents and community.
- Promote the school ethos and provide educational vision and direction that secures effective teaching, successful learning and achievement by students alongside sustained improvement in spiritual, moral, cultural and physical development which prepares them for the opportunities, responsibilities and experiences of adult life.
- Secure the commitment and support of parents and the wider community.
- Create and implement a strategic plan underpinned by sound financial planning, which identifies priorities and targets for ensuring that students achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement.
- Ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short-term objectives and targets that secure the educational success of the school.
- Ensure that the management, finance, organisation and administration of the school support its vision and aims.

Outcomes, Standards and Behaviour

Lead and support the Senior Leadership Team to:

- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence informed understanding of effective teaching and how students learn.
- Implement and evaluate strategies which secure the highest standards of teaching and learning, maintaining a professional learning community focused on sustained improvement in student outcomes;
- Ensure an ambitious, sequenced and contextualised curriculum which is continually assessed against its impact on learning and progress, ensuring that formative and summative assessment is fit for purpose.
- Monitor and evaluate classroom practice and standards of teaching to celebrate excellence and address underperformance.
- Ensure the school holds ambitious expectations for students with SEND and for Pupil Premium students, putting in place effective practices to support them at all levels.
- Ensure a rigorous focus on students' achievement, using data and assessment tools to monitor progress and challenge underachievement.
- Maintain an environment and a code of behaviour which promotes and secures

effective teaching and learning, high standards of achievement and discipline, which enables teachers to meet the standards set out in the professional development framework.

- Ensure that all students and staff fulfil their potential by encouraging high expectations and appropriate interventions, in the context of a broad and balanced curriculum for all.
- Ensure that policies and practices take account of national, local and school data and inspection and research findings.
- Monitor, evaluate and review the effects of policies, priorities and targets in practice and take action if necessary.

As Principal you will also:

- Implement the school improvement plan in consultation with the CEO.
- Understand and welcome the role of effective governance.

Leading and Managing Staff

- Plan, allocate and evaluate work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Sustain effective systems for the management of staff performance, incorporating appraisal and targets for teachers, including targets relating to pupils' achievement.
- Motivate and enable all staff in the school to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs.
- Understand the expectations of staff and ensure that trainees and ECTs are appropriately trained, monitored, supported and assessed in relation to the relevant frameworks.
- Ensure that professional duties and conditions for employment as set out in the STPCD, including those for the Principal, are fulfilled.

Managing Resources

- Work with the CEO and SLT to recruit staff of the highest quality.
- Work with SLT to deploy and develop all staff effectively to improve the quality of education provided.

- Set appropriate priorities for expenditure and ensuring effective administration and control.
- Manage, monitor and review the range, quality, quantity and use of all resources to improve the quality of education, improve students' achievements, ensure efficiency and secure value for money.

Safeguarding

- Ensure that the school is safe for all students and staff and promote the safeguarding of students when involved in school activities and trips.
- Promote the wellbeing of all students, ensuring all staff and volunteers share and demonstrate this commitment.
- Ensure that the school complies with any local safeguarding arrangements.
- Ensure that safeguarding policies and procedures are compliant with the current version of KCSIE and that these are fully understood and implemented by all staff.

Health and Safety

- Ensure the school provides a safe environment for students, staff and visitors and maintains a detailed risk register.
- Make arrangements as required for the security, maintenance and effective supervision of the school buildings, contents and grounds.
- Manage the site to ensure all health and safety requirements are met in full.

Any Other Duties

- Undertake any task to support the safe daily functioning of the Trust to support the school as requested by the CEO and Board of Trustees.

Signed _____

Date _____

