

JOB SPECIFICATION

**Job Title: Principal**

**Salary - £100,000.00**

**Line Manager: Chair, Lord Lawson of Beamish Academy Trust**

**Purpose of Role**

To fulfill the statutory role of Principal for Lord Lawson of Beamish Academy ensuring all the professional duties required of a Headteacher, in accordance with the School Teachers’ Pay & Conditions Document, are met.

To be ultimately accountable, through line management of the Vice Principal – Safeguarding, Behaviour & Student Development, for **safeguarding, behaviour, and personal development and wellbeing of students** in the Academy.

To be accountable **for establishing a calm, respectful and orderly environment and a climate conducive for learning**.

To be accountable **for the Academy’s intention regarding the quality of education**; curriculum design, coverage and appropriateness and for engaging all stakeholders in the development of this

To be ultimately accountable, through line management of the Vice Principal -Quality of Education, for: -

* **implementation** of our educational strategy encompassing delivery, teaching (pedagogy) and assessment (formative and summative); and
* the **impact** of our educational strategy encompassing attainment and progress of all students, closing the gap, performance of higher ability students/boys and the destinations of our students and the extent to which we adequately prepare them for their chosen next steps.

To be accountable for the **provision of effective leadership, management and financial control** and ensuring effective supervision of teaching and support staff in accordance with the scheme of delegation.

**General Duties**

In accordance with the requirements of the School Teachers’ Pay and Conditions Document and the Teachers’ standards, the Principal shall perform those duties assigned by the Chair of Lord Lawson of Beamish Academy Trust as follows:

* Provide overall operational leadership and, with others, lead, develop and support the strategic direction, vision, values and priorities of the Academy;
* Create a culture of high aspiration for and expectation of all students and staff;
* Model excellent leadership and professional behaviours;
* Require high standards of all, through the development of appropriate behaviours which ensure a respectful and tolerant environment where everyone is valued and welcomed and teaching and learning is highly effective;
* Ensure every student has the greatest opportunity to succeed, achieve and fulfil their potential;
* Develop, implement and evaluate the Academy’s policies, practices and procedures;
* Lead and manage teaching and learning throughout the school, including ensuring, save in exceptional circumstances, that a teacher is assigned in the school timetable to every class or group of pupils;
* Promote the safety and well-being of students and staff;
* Ensure good order and discipline amongst students and staff;
* Lead, manage and develop the staff, including appraising and managing performance;
* Develop clear arrangements for linking appraisal to pay progression and advise the Governing Body on pay recommendations for teachers, including on whether a teacher at the Academy who applied to be paid on the upper pay range should be paid on that range;
* Organise and deploy resources within the Academy;
* Promote harmonious working relationships within the Academy;
* Maintain constructive relationships with organisations representing teachers and other members of staff;
* Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments;
* Promote the participation of staff in relevant continuing professional development;
* Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff;
* Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction;
* Consult and communicate with the governing body, staff, pupils, parents and carers;
* Collaborate and work with colleagues and other relevant professionals within and beyond the school including relevant external agencies and bodies;
* Maintain an awareness of local, national and global educational issues;
* Help to build, communicate and implement a shared vision for the Academy within and beyond the academy context;
* Lead and manage change in consultation with stakeholders;
* Support and challenge at all levels to promote the ethos of the Academy as a learning community;
* Foster a culture in which excellent outcomes and personal development for all students are integral to the work of everyone in the Academy;
* Ensure professional standards of all staff, underpinned by a supportive, positive working environment where development is encouraged and success recognised;
* Promote working practices which do not discriminate on the grounds of gender, ethnicity, religion, culture, age and disability;
* Attend appropriate meetings at departmental, whole-Academy and governor level;
* Ensure the development and maintenance of constructive links with parents and members of the wider community;
* With other members of SLT, have a shared responsibility for:
  + taking assemblies;
  + participating in and supporting staff on duty rotas, where necessary;
  + attendance at after school events;
  + SLT coverage during holiday periods; and
  + supporting staff regarding matters of students’ discipline.
* Perform any other duties required by the Governors as may be commensurate with the nature of the post.

**Specific Duties**

The Principal will:-

* Be accountable for child protection within the Academy including ensuring that the Academy adheres to the principles and practices relating to Safer Recruitment;
* Line manage the Designated Safeguarding Officer (Vice Principal – Safeguarding, Behaviour & Student Development);
* Line manage the Vice Principal – Quality of Education;
* Be accountable for ensuring all staff within the Academy receive appropriate induction and ongoing training and development;
* Be accountable for ensuring timely and appropriate CPD for all staff in relation to safeguarding and behaviour management;
* Be accountable for the allocation and quality of provision of tutors and the tutor programme;
* Be accountable for ensuring the pastoral teams are well-led and that structures and systems within the Academy are fit for purpose and responsive to our changing needs;
* Be accountable for the Academy’s strategic Behaviour Policy ensuring a climate conducive for learning amongst students that is tolerant, celebrates diversity and is respectful;
* Be accountable for admissions, including any in-term admissions;
* Be accountable for the design, implementation and operation of the Behaviour Policy ensuring constant review of its effectiveness and impact;
* Be accountable for the operation of the Exclusions Policy, ensuring that the Academy operates within lawful parameters and that exclusions are dealt with expeditiously, fairly and transparently;
* Be accountable for diminishing behavioural and pastoral barriers for Pupil Premium students and for the design and implementation of pedagogical measures for these students aimed at diminishing the gap and preventing one from emerging further at KS3;
* Be accountable for effective and timely communication and engagement with parents in relation to all academic and pastoral matters;
* Being responsible for leading an ‘outward looking’ Academy that engages with its community and peers, locally and nationally;
* Be accountable for the attendance of students and reducing persistent absenteeism;
* Be Accountable for developing and implementing our ethos and vision, ensuring a system for celebrating achievements and the good choices students make and that there is a culture of high expectation for all;
* Be responsible for ensuring the Academy’s readiness for any external inspections;
* Be responsible for the design, implementation and review of the SEF and School Improvement Plan;
* Be responsible for the line management of other staff/departments/areas as appropriate, with the agreement of the Chair of Governors;
* Be responsible for the Academy budget, developing a culture of prudence and financial responsibility throughout the Academy and ensuring the sustainability and stability of the Academy;

The Principal, through effective line management of the Vice Principal – Quality of Education, will: -

* Be responsible for determining what data is needed to ensure an accurate and reliable picture of the Academy’s performance, and how this should be collected;
* Be ultimately accountable for ensuring that data provides an accurate and reliable picture so as to inform the Academy’s development and planning;

The Principal, through effective line management of the Vice Principal – Safeguarding, Behaviour and Student Development, will: -

* Be ultimately accountable for personal development, welfare, support and behaviour of all students;
* Be ultimately accountable for the strategic oversight of students within the stepped and staged Behaviour Policy ensuring that there is appropriate ‘ownership’ of those students and the measures being implemented to support them;