

## **NETHERHALL LEARNING CAMPUS**

### **KIRKLEES COUNCIL – DIRECTORATE FOR CHILDREN & YOUNG PEOPLE**

#### **JOB DESCRIPTION**

**Job Title:** Principal

**Location:** Netherhall Learning Campus

**Salary:** PURPOSE OF THE JOB

To lead the Learning Campus in all aspects of the internal organisation, professional leadership, management and control of the campus and for exercising supervision over the teaching and support staff

#### **Campus Responsibilities**

1. Strategic leadership and management across the campus
2. Leadership and management of students' attainment and progress
3. Leadership and management of staff across the campus
4. Leadership and management of a rich and varied curriculum across all phases that meets the needs of all students
5. Leadership of learning and teaching that is of a high standard and raises aspirations and ensures students achieve
6. Financial leadership and management
7. Management of resources and premises
8. Leadership and management of the campus within its community

#### **1. KEY AREAS**

- A) Strategic direction and development of the campus
- B) Teaching and learning
- C) Leading and managing staff
- D) Efficient and effective development of staff and resources
- E) Accountability
- F) Dedicated management time
- G) Guaranteed planning and preparation time
- H) Daily break
- I) Working days

#### **2. PROFESSIONAL DUTES**

##### **A STRATEGIC DIRECTION AND DEVELOPMENT OF THE LEARNING CAMPUS**

The Principal will work with the Governing Body to develop a strategic view for the campus in its community and analyse and plan for future needs and further development of the campus within the local, national and international context;

- i. Develop and communicate a clear strategic vision for the campus
- ii. Motivate and empower others to carry the vision and values of the campus forward
- iii. Be responsible for the management, development and resourcing policies of the campus
- iv. Manage a complex organisation effectively and ensure the successful implementation of radical change throughout all key stages
- V Support and motivate all staff to increase their effectiveness and to achieve the objectives and targets which the school sets for itself with a particular emphasis on KS4 and KS5 targets
- vi. Implement a robust sustainability plan for the Creative and Media Studio School

## **B TEACHING AND LEARNING**

The Principal will work with the governing body to secure and sustain effective teaching and learning throughout the campus and to monitor and evaluate the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for improvement.

- i. Meet the substance of the statutory requirements of the National Curriculum including the EBacc
- ii. Provide a broad effective and relevant curriculum at all key stages
- iii. Ensure that the curriculum delivered stretches students at all levels and meet University/Apprenticeship requirements at KS5
- iv. Quality assure the curriculum for both quality and value for money
- v. Implement effective assessment, recording and reporting systems of student progress
- vi. Secure high expectations across all student and staff groups
- vii. Secure highly effective pastoral care, student welfare and student behaviour
- viii. Provide effective links with outside agencies including local businesses to extend the curriculum and learning opportunities

## **C LEADING AND MANAGING STAFF**

The Principal will lead, motivate, support, challenge and develop staff to secure improvement across the campus:

- i. Lead by example; embody for the students, staff, governors and parents, the vision, purpose and leadership of the campus

- ii. Enable all staff to develop expertise in their respective roles through an effective collaborative programme of professional development
- iii. Support and evaluate the work of staff teams and individuals ensuring clear and appropriate delegation
- iv. Operate effective performance management systems
- v. Sustain personal and staff motivation and drive for success
- vi. Provide information, objective advice and support to the Governing Body to enable it to meet its statutory responsibilities

#### **D EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES**

The Principal will deploy people and resources efficiently and effectively to meet specific objectives in line with the campus' strategic plan and financial context and in a manner consistent with their conditions of employment, maintaining a balance for each teacher between work carried out in school and work carried out elsewhere:

- i. Work in partnership with the Governing Body to recruit and retain high quality staff
- ii. Work with the Business Manager to establish an effective budget plan that prioritises expenditure, monitors spending and operates within designated financial controls
- iii. Manage and organise accommodation to ensure that it meets the needs of the curriculum and health and safety regulations

#### **E ACCOUNTABILITY**

The Principal will be accountable for the efficiency and effectiveness of the campus and others, including pupils, parents, staff, local employers and the local community:

- i. Ensure that all staff recognise their individual and collective accountability for the success of the campus
- ii. Ensure that students and parents are well informed about the curriculum, student performance and their role in assisting improvement
- iii. Provide information, advice and support to the Governing Body such that it can fully meet its responsibilities
- iv. Account for the school's performance to internal and external agencies

#### **F DEDICATED MANAGEMENT TIME**

The Principal shall be entitled to a reasonable amount of time during school sessions, for the purpose of discharging their leadership and management responsibilities.

#### **G GUARANTEED PLANNING AND PREPARATION TIME**

The Principal who participates in the teaching of pupils at the school shall have the same entitlement to planning and preparation time as a deputy or assistant headteacher.

#### **H DAILY BREAK**

The Principal shall be entitled to a break of a reasonable length of time in the course of each school day, and shall arrange for a suitable person to take responsibility to cover the functions of the Principal during that break.

#### **I WORKING DAYS**

The Principal may not be required to work any Saturday, Sunday or public holiday unless his/her contract of employment expressly provides for this.

#### **MISCELLANEOUS – Safeguarding**

The Postholder's duties must at all times be carried out in compliance with the Council's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.

- a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- b) Co-operate with management of the Service as far as is necessary to enable the responsibilities placed upon the Service under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.
- c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards service users or employees, including those who may be for example from minority ethnic communities, women, disabled or older people, lesbians or gay men. The postholder should also counteract such practice or behaviour by challenging or reporting it.

As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.