

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Principal (Secondary)	Grade: Leadership range
Job Family: Teaching	
<p>Overall Purpose of Job:</p> <p>As a Principal, you will provide leadership and strategic direction to the academy and the wider educational community by ensuring the provision of high quality teaching and learning; high standards and high expectations of students, staff and the community; developing, delivering and commissioning innovative proactive and service for students; developing collaborative links with other academies, schools and the wider education community; and developing a world class workforce to provide the best possible educational opportunity to students.</p>	
<p>Role and Responsibilities</p> <p>Leadership</p> <ol style="list-style-type: none"> 1. You will have overall responsibility for the strategic management and operational activity of the academy. 2. You will ensure the vision for the academy is in line with the Trust's vision, clearly articulated, shared, understood and acted upon effectively by all staff. 3. You will demonstrate the vision and values of the Trust in everyday work and practice. 4. You will provide enthusiastic, innovative and consistent leadership to the academy and its leadership team. 5. You will motivate and work with all stakeholders to create a shared culture and positive climate for all. 6. You will work positively with the community to ensure the best possible outcomes for students. 7. You will implement rigorous and sustainable policies and strategies in order to transform the outcome for students at the academy. 8. You will ensure that students are healthy, stay safe, enjoy and achieve maximum potential, achieve economic and personal well-being once they leave the academy. 9. You will develop the reputation of the academy, locally, regionally and nationally. 10. You will support the Academy Advisory Body (AAB) and obtain legal advice on their behalf when necessary. 11. You will act as an ex-officio member of the AAB. 12. You will introduce appropriate innovation in line with educational developments and management best practice in a rapidly changing environment. 13. You will ensure that strategic planning takes account of the diversity, values and experience of the academy and its wider community including other academies in the Trust. 14. You will contribute to the development of the Trust's policies and procedures. <p>Teaching and Learning</p> <ol style="list-style-type: none"> 15. You will ensure that a modern, up to date curriculum is developed and implemented and that curriculum deliver is translated into effective learning and assessment practice. 16. You will encourage and promote innovation in educational provision through the commissioning and delivery of services, ensuring that the academy can meet changing needs and demands consistent with government guidelines and requirements. 17. You will ensure that high quality provision is available to all students regardless of race, religion, sexual orientation, gender, disability, economic background or special educational needs. 18. You will develop a culture where students feel safe, confident and can attain their maximum educational outcomes. 	

19. You will maximise the opportunities for all students through continuous Academy-wide focus on students' achievement, using data and benchmarks to monitor progress in every child's learning.
20. You will ensure high quality teaching is at the heart of strategic planning and resource management.
21. You will establish creative, responsive and effective approaches to teaching and learning.
22. You will work closely with the Subject Directors on developing higher attainment in the Trust.
23. You will empower students to take an active part in their own learning and to take personal responsibility for improving their future opportunities and educational experience.
24. You will implement strategies which secure high standards of behaviour and attendance.
25. You will monitor and evaluate the quality of teaching and standards of learning and achievement.
26. You will establish an Academy culture which promotes aspiration within the school community and celebrates success and achievement.
27. You will challenge underperformance at all levels and ensure effective corrective action, support and review.
28. You will build an effective partnership with parents and the wider community to support and enhance the achievement and personal development of all students.

Developing yourself and working with others

29. You will treat people fairly, equitably and with dignity and respect to create and maintain a positive culture.
30. You will build a collaborative learning culture within the Academy and actively engage with other academies in the Trust.
31. You will develop and maintain effective strategies and procedures for staff induction, professional development and performance management in line with agreed local and national policy and procedures.
32. You will ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and responsibilities.
33. You will develop and maintain a culture of high expectations for self and others.

Finance and Human Resources

34. You will create a structure which reflects the Academy's values and enables the supporting systems structures and processes to work effectively in line with legal requirements.
35. You will produce and implement clear, evidence-based improvement plans and policies for development of the Academy.
36. You will work in partnership with the Trust's wider Education team in the management of finance and human resources to achieve the Academy's/ Trust's goals and priorities.
37. You will manage the setting of annual performance management targets for senior staff and review progress against them in line with agreed policy and procedures.
38. You will oversee the implementation of a robust performance management framework across the academy in line with the Trust's vision and goals.
39. You will manage and organise the Academy environment effectively in liaison with the Trust's wider Education team.
40. You will promote and develop a safe working practice culture to ensure staff and students are supported and safe.
41. You will ensure that all activities are conducted in accordance with legal requirements and regulations and that policies and procedures are consistent with 'best practice' and recognised codes of probity.
42. You will recruit, manage and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning.
43. You will ensure that all resources are organised and managed to provide the best possible outcomes for students.
44. You will ensure that development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.

Security accountability

45. You will develop a collective ethos in the Academy and its wider partnership which enables everyone to work collaboratively, share best practice, celebrate success and accept responsibility for outcomes.

46. You will ensure individual staff accountabilities and responsibilities are clearly defined, communicated, understood and agreed and are subject to a robust and rigorous review and evaluated in accordance with statutory performance management policy and procedures.
47. You will work with the Trust's Directors and the Trust's wider Education team, providing objective advice and support to the AAB to enable them to meet their responsibilities.
48. You will develop and implement a suitable quality assurance system in collaboration with the Trust's wider Education team.
49. You will present a clear, coherent and accurate account of performance to a range of audiences including the Trust's Directors, the AAB, parents and carers.
50. You will promote the status and the ethos of the Trust with all stakeholders.

Strengthening community

51. You will promote and develop a culture and curriculum which takes account of the richness and diversity of the community and celebrates the differences.
52. You will create and promote positive strategies for challenging discrimination.
53. You will collaborate with other agencies to provide a holistic approach to the well-being of staff, students and their families.
54. You will create and maintain effective partnerships with parents/carers to support and improve the opportunities for all students and their communities.
55. You will co-operate with relevant agencies to ensure communities are safe environments where students and their families have opportunities to thrive.

General

56. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay.
57. You will participate in training and other learning activities and performance development as required.
58. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
59. You will ensure strict confidentiality in all areas of work.
60. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
61. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
62. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
63. You will always comply with the Trust's policies and procedures.
64. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

KNOWLEDGE, SKILLS & EXPERIENCE

Essential

- Post Graduate Certificate of Education (PGCE) or equivalent (A/C)
- Qualified Teacher Status (QTS) (A/C)
- Aspiring or existing Principal with a proven track record of managing change quickly and effectively (A/I/R)
- Ability to drive and deliver transformational and cultural change (A/I/R)
- Clear understanding of what constitutes a good school and what needs to be done to make it outstanding (A/I)
- Deep knowledge and understanding of educational legislation, new innovation and developments (A/I)
- Proven ability to successfully manage all resources effectively (A/I/R)
- Proven ability to motivate staff to ensure high performance (A/I/R)
- Ability to translate a visionary/innovative concept into a practical implementation plan (A/I/R)

- Up to date knowledge in subject, national policy, pedagogy, classroom management strategies, research/inspection findings and statutory requirements (A/I)
- Sound knowledge of the current professional teaching standards (A/I)
- An outstanding classroom practitioner with the highest expectations for progress of all students (A/I/R)
- Comprehensive knowledge of performance management requirements in an educational context (A/I/R)
- Thorough understanding of recent curriculum developments (A/I/R)
- Experience of monitoring and improving the quality of teaching and learning through rigorous quality assurance procedures (A/I/R)
- Proven experience in the analysis of performance data for the purposes of target setting, monitoring and evaluation (A/I/R)
- Experience of strategic planning (A/I/R)
- Innovative leadership skills with a clear understanding of education opportunity and how this can be translated into practical reality (A/I)
- An outstanding collaborative leader with the ability to forge positive relationships in order to promote the success of the academy (A/I/R)
- An enthusiastic leader, committed to ensuring the best possible outcomes for students and the community the academy serves (A/I)
- Proven ability to build a sustainable workforce of high-quality staff and leaders (A/I/R)
- Proven ability to provide clear direction and shared purpose for all students, staff and stakeholders (A/I/R)
- Proven experience of developing positive working relationships with all stakeholders (A/I/R)
- Excellent communication skills in a variety of contexts (A/I/R)
- Strong negotiation skills with the ability to influence others to the benefit of the academy (A/I/R)
- Proven ability to use the full range of leadership skills and qualities including emotional intelligence as appropriate to the situation (A/I)
- An enthusiastic and motivational leader with strong morale building skills (A/I/R)
- Proven ability to drive forward change in challenging circumstances (A/I/R)
- Resilient and determined, but able to support and demonstrate empathy for others, dealing with staff in a sensitive and considerate manner (A/I/R)

Desirable

- Achieved NPQH (C)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

BEHAVIOURS

- Pleasant and friendly manner
- Polite
- Organised
- Punctual
- Resilient
- Determined
- Enthusiastic
- Reliable
- Flexible
- Passion for learning
- Takes initiative
- Self-motivated
- Determined to succeed
- Emotionally intelligent

CONTACTS AND RELATIONSHIPS:

Managers - in daily contact with senior leaders/Principals within academies.

Support Staff – in regular contact with support staff who are involved in classroom support, administration, HR, ICT, finance, cleaning, catering, site supervision and health and safety.

Trust Staff – in contact with Trust staff within the wider Education team (e.g., Subject Directors, Executive Leaders), Teaching Schools, Finance, Facilities, ICT and Human Resources.

External – in regular contact with parents/carers, AAB members, visitors, external agency professionals, suppliers, contractors, trade unions, as required.

Note:

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list.