

# School Principal Job Description

---

**School:**

**Job Title:** School Principal

**Reports to:** CEO Innoventures Education

## Core Purpose

The core purpose of this role is to provide professional leadership and management of the school in line with the Innoventures Education mission to empower students with a holistic, rigorous and international education for success in an ever changing world. The School Principal will promote our core values of Achievement, Collaboration, Integrity, Respect and Responsibility, building a secure foundation from which to achieve high standards in all area of the school's work.

To achieve success, the Principal will:

- Provide vision, leadership and direction
- Effectively manage teaching and learning
- Promote excellence, equality and high expectations of all pupils and staff
- Deploy resources to achieve the school's aims
- Evaluate school performance and identify priorities for continuous improvement
- Carry out day-to-day management, organisation and administration
- Secure the commitment of the wider community
- Create a safe and productive learning environment that is engaging and fulfilling for all pupils.
- Collaborate with all teams for the effective functioning of the school.

## Main Responsibilities

The main responsibilities for the School Principal are outlined below:

### Leadership & Strategic Direction

- Provide leadership that secures the delivery of high standards of achievement and personal development for all pupils and staff.
- Provide leadership in the development of innovative teaching and learning and extended community activities.
- Develop a clear and compelling vision for the school, which takes account of the diversity, values, culture and experience of the school and community.
- Translate the vision into coherent objectives and operational plans that promote continuous school improvement.
- Inspire, challenge, motivate and empower others to carry the vision forward.
- Foster an open, fair, positive, equitable culture and manage conflict effectively to maintain this and secure organisational goals.
- Develop and foster good working relationships within the school and wider community to build a collaborative learning culture at all levels (within the staff, between staff and pupils, staff and families, and amongst all families using the school).
- Collaborate with other school and education professionals to share expertise.
- Regularly review own practice, set personal targets and take responsibility for own personal development by participating positively in the arrangements made for the appraisal of Principal performance.

## Standards & Educational Excellence

- Develop and implement a broad and relevant curriculum which embraces innovative approaches to teaching and learning, and is at the forefront of best practice, to meet the needs of all pupils. Monitor and evaluate the curriculum for both quality and value for money.
- Ensure outstanding teaching and learning, whether curricular or extra-curricular, is at the core of strategic planning, resource management and effective delivery.
- Embed data and benchmarking systems to monitor progress, raise standards, record and report assessment data, and ensure a continuous and consistent school wide focus on pupils' achievement which engages the support of parents/carers.
- Demonstrate and articulate high expectations and set stretching targets for the whole school community.
- Ensure that differentiated learning opportunities and strategies are in place to support those pupils with additional needs (including the Gifted & Talented, those with English as an Additional Language, children with learning difficulties and those with emotional and behavioural challenges).
- Monitor, evaluate and review classroom practice and collaboratively develop improvement strategies.
- Challenge underperformance at all levels (within the staff team but also by pupils) and ensure effective corrective action.
- Ensure that a broad range of extra-curricular activities flourishes at the school in order to support a diversity of challenge and stimulation for all.
- Ensure that high standards of behaviour and attendance of the pupils is maintained.

## Managing the Organisation & Accountability

- Establish and sustain a clear organisational structure which enables the efficient and effective management of the school on a day-to-day basis.
- Combine the outcomes of regular school self-review with external evaluations in order to develop clear, evidence-based improvement plans for the development of the school and its facilities.
- Lead the selection, appointment, deployment and management of high-quality staff to ensure that effective learning takes place throughout the school, in collaboration with HR..
- Develop and maintain effective strategies and procedures for staff induction, professional development, staff retention and succession planning.
- Develop and maintain a culture of high expectations for self and others, holding staff accountable for their performance through the agreed appraisal system and taking action where necessary in the best interests of the students.
- Monitor and evaluate the overall provision and use of resources to secure value for money.
- Manage and organise accommodation efficiently and effectively to ensure it meets the needs of the curriculum, extended use, health and safety requirements and promotes a positive learning environment for all.
- Ensure that parents/carers and pupils are well informed about all aspects of the school and, in particular, about attainment, progress and targets for further improvement.
- Ensure that there is due regard for the safeguarding of children.

This is in no way an exhaustive list and the Principal will be required to undertake additional duties in order to ensure the smooth day-to-day running of the school. They are also required to undertake any other duty as assigned to them by the CEO.

This job description will be reviewed at least annually as part of the Principal's Performance Management process.