

Job Description

Post: Principal

Purpose

To challenge educational and social disadvantage by leading a healthy academy in order to achieve the highest possible standards and prepare all our students to lead successful lives.

Duties and Responsibilities

Values driven

- Live the mission and values every day and inspire others to do the same.
- Behave with integrity and treat people fairly, equitably and with dignity and respect to create and maintain a healthy academy culture.
- Build an organisation which reflects the academy's values and enables the systems and processes to work effectively in line with legal requirements.
- Build an academy culture and curriculum that values the richness and diversity of the local community.
- Ensure that strategic planning takes account of the diversity, values and experience of the academy and the community.
- Ensure that systems and processes are well considered, efficient and fit for purpose in order to uphold transparency, integrity and probity.
- Safeguard and protect all children in collaboration with other agencies, as appropriate.

Empowered to lead

- Work with the Executive, governors and other key stakeholders to ensure the academy mission is clearly articulated, shared and understood by all.
- Translate the mission into agreed objectives and operational plans which will promote and sustain academy improvement.
- Produce and implement clear, evidence-informed improvement plans and policies for the development of the academy.
- Work with the Executive and Trustees (providing information, objective advice and support) to enable it to meet its responsibilities.
- Develop and present a coherent, understandable and accurate account of the academy's performance to a range of audiences, including staff, governors and parents.
- Within an autonomous culture, ensure that policies and practices take account of national and Trust context and controls.
- Deploy the academy's financial and human resources efficiently to achieve the academy's educational goals and priorities.
- Manage and organise the academy environment effectively to ensure that it meets the needs of the curriculum and health and safety regulations.

High expectations

- Cultivate a positive academy culture and climate that promotes high autonomy, high challenge and high accountability.
- Maintain a common culture which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Demonstrate and articulate high expectations and set stretching targets for the whole academy community.
- Ensure a consistent and continuous academy-wide focus on students' achievement where all teachers take responsibility for using data and benchmarks to monitor progress in every child's learning.
- Challenge underperformance at all levels with effective corrective action.
- Implement strategies that secure high standards of behaviour and attendance

Choice and commitment

- Build a collaborative learning culture within the academy and actively engage with other Dixons Academies to build effective learning communities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Manage own workload and that of others to allow an appropriate work/life balance.
- Ensure a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning.
- Create and maintain an effective three-way partnership with students, parents and carers to support and improve students' achievement and personal development.

Highly professionalised staff

- Recruit, retain and deploy staff appropriately to achieve the mission and goals of the academy.
- Develop and maintain effective strategies and procedures for staff induction and continuous professional development.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals in order to ensure clear delegation of tasks and devolution of responsibilities.
- Regularly review own practice and set personal targets, taking responsibility for own personal development.

Relentless focus on learning

- Ensure that a passion for learning is at the centre of strategic planning and resource management.
- Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Ensure that the range, quality and use of all available resources improve the quality of education for all students and provide value for money.
- Ensure a range of real-world learning experiences.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students.

The Principal is accountable to the Trustees (via a local governing body) and the Executive.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.