

**Post Reference:** 2595

**Job Title:** Principal

**Grade:** Leadership 34 to 38 (£111,976 to £123,506)

**Hours:** Full time

**Accountable to:** Executive Principal

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# JOB DESCRIPTION

## Role:

The Principal is accountable for all aspects of the educational outcomes and welfare of students within the academy, being responsible overall to the White Rose Academies Trust for ensuring educational success within the wider framework of relevant national legislation, best practice and the values and vision established by the Trust.

In choosing a Principal we are looking for an outstanding leader, who is able to articulate the vision for the academy and who will inspire and empower others to share in achieving it. The successful candidate will be driven by a commitment to creating the best possible educational opportunities for the young people of Leeds, in order to raise aspirations and transform lives.

You will be expected to meet the four 'Excellence As Standard' domains outlined in the National Standards of Excellence for Headteachers.

The post-holder will be expected to travel between all academies within the trust and on certain days may be required to work beyond normal hours in order to attend meetings, academy events or to complete work.

***All post-holders at White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the academies. Keeping Children Safe in Education and the guidance for Safer Working Practices directs the work of every adult working at or associated with White Rose Academies Trust.***

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## **Leadership Duties and Responsibilities:**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions document, which should be read in conjunction with this document. This job description is based on the National Standards for Excellence for Headteachers (DfE, 2020) which promote excellence as standard.

## **Overall purpose of the post of Principal:**

In line with, and building on, the Trust's vision, the Principal will:

- Develop the Academy as a catalyst for social change, improving the outcomes for students and the community as a whole.
- Be committed to supporting students through their learning journey from 11-16 and beyond.
- Manage the academy budget in collaboration with the Chief Financial Officer and Academy Business Manager and implement cost-saving measures and strategies to optimise the use of academy funds. Conduct regular financial audits and reviews to identify areas for improvement.
- Establish and uphold rigorous teaching and learning standards. Provide guidance and support to teachers to implement effective instructional strategies that promote student engagement and achievement.
- Lead the continuous development and refinement of the academy's curriculum to ensure it meets the highest educational standards and addresses the diverse needs of all students. Collaborate with teachers and educational experts to integrate innovative teaching methods and materials.
- Develop in all students and staff versatile skills and attitudes required for lifelong learning in a rapidly changing world.
- Develop positive external relationships at a local and strategic level, in partnership with the sponsors and others, to promote the continued development of the academy, as a central resource for the community.
- Create and manage all functions of a large organisation.
- Establish and enforce inclusive policies, develop a diverse curriculum, and provide professional development on cultural competency and anti-bias education. Ensure all students feel welcomed and valued, and address the unique needs of diverse learners through comprehensive support services.
- Foster strong family and community partnerships, promote a respectful and safe academy culture, empower student leadership in inclusion initiatives, and continuously assess and improve inclusivity efforts based on feedback from the academy community.

## **Strategic direction and development:**

- Provide the strategic vision, effective management and operational efficiency to fulfil the ethos of the academy.

- Engage with staff, students, parents, and the community to gather input and build consensus around strategic initiatives. Foster a collaborative environment where all voices are heard and valued.
- Promote a culture of innovation and adaptability. Lead change management efforts to implement new initiatives and practices that enhance the academy's effectiveness and responsiveness to emerging challenges.
- Support the professional growth of staff by providing opportunities for training and development that align with the academy's strategic goals. Encourage a culture of lifelong learning and improvement.
- Work in conjunction with community, business and industry partners and other local community and educational organisations to develop reciprocal opportunities.
- Regularly assess the academy's inclusivity efforts and seek feedback from students, staff, and the community. Use this feedback to make informed improvements and ensure that the academy remains a welcoming place for all.
- Ensure that the academy complies with all relevant regulations, policies, and standards. Maintain accountability for the academy's performance and report regularly to the Local Accountability Board and other stakeholders.

### **Learning and teaching**

- Implement comprehensive assessment and evaluation systems to monitor student progress and identify areas for improvement. Use data-driven insights to inform instructional decisions and tailor interventions to support student learning.
- Drive up expectations and promote an aspirational culture.
- Involve students in decision-making processes by developing policies and practices that treat students as partners in the learning process.
- Promote inspirational teaching and learning around all subjects.
- Develop and oversee programs, procedures and policies that provide academic, social, and emotional support to students. Ensure that all students have access to resources that help them succeed academically and personally. Lead initiatives for continuous improvement in educational practices. Encourage a culture of reflection and innovation amongst staff to consistently elevate the quality of education provided.

### **Leading and managing staff**

- Be central to the recruitment strategy within an expanding academy.
- Promote the academy vision and values and an ethos in which the highest achievements are expected from all members of the academy community.
- Establish and develop effective team working practices.
- Develop rigorous procedures for monitoring the performance of all staff including setting objectives and individual personal development plans, including reference to the Trust's Performance Development Review policy. .
- Ensure an aspirational and motivational culture is developed, sustained and celebrated.

### **Efficient and effective use of staff and resources**

- Allocate resources effectively to various departments and programs within the school, ensuring that funds are used efficiently and equitably to support educational objectives.
- Ensure that the allocation and use of accommodation provides a positive and safe learning environment that promotes the highest achievement for all.
- Identify and apply for grants and other funding or commercial opportunities.
- Ensure that the available IT resources meet the needs of staff and students in an everchanging technological age.
- Monitor and manage all financial activities, including income, expenditures, and investments. Ensure that all financial transactions are accurately recorded and reported.

### **Accountability**

- Work effectively with the White Rose Academies Trust Executive Principal, the Chair of the Leeds East Academy Local Accountability Board to enable it to meet its responsibilities for securing effective teaching and learning and high standards of achievement, and for achieving efficiencies and value for money.
  - Maintain transparency in all academy operations and decisions. Provide regular, detailed reports to the Local Accountability Board and all other key stakeholders.
  - Work closely with the Board of The White Rose Academies Trust, its other academies, strategic partners and stakeholders.
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### **Equal Opportunities:**

- Promote equal opportunities in education in order that all children and families will gain optimum benefit from the service provided.
  - Promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.
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### **Generic Staff Requirements:**

- Uphold the professional standards expected of every member of academy staff in all dealings with colleagues, students, parents/carers, and the wider community.
- Adhere to the principles expressed in the aims of the academy and its mission statement.
- Actively contribute to the continued development of the academy and self by attending training, participating in relevant meetings and appraisals, and putting forward ideas for improvement.

- Be a positive, collaborative team member.
- Apply academy policies in all aspects of the role.
- Improve own practice through observation, evaluation, discussion with colleagues and appropriate CPD programmes.
- Collaborate with colleagues, knowing when to seek help and advice.
- Contribute to the overall ethos, work, and aims of the academy by attending relevant meetings, training days/events as requested.
- Be aware of and comply with the academy policies and procedures e.g. safeguarding, child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be responsible for safeguarding children and promoting their welfare and following child protection procedures.
- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding, and promoting the values, standards and equal opportunities of the academy.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation, and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the academy.

All postholders are accountable through White Rose Academies Trust Performance Development Review Policy. The White Rose Academies Trust community are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

**Job Description and  
Person Specification**

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, or disability.

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# PERSON SPECIFICATION

The specific qualifications, experience, skills, and values required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it is an essential or desirable requirement, and at which point in the recruitment process it will be assessed.

## You should be able to demonstrate the following criteria:

E = Essential

D = Desirable

## Measured by:

A = Application Form

T = Test/Exercise

I = Interview

R = References

C = Certificate

### Qualifications

<b>E</b>	Degree or other relevant qualification at this level.	<b>A</b>
<b>E</b>	PGCE or equivalent.	<b>A</b>
<b>E</b>	Qualified Teacher Status.	<b>A</b>
<b>D</b>	National Professional Qualification for Headship (NPQH).	<b>A</b>

### Knowledge and Experience

<b>E</b>	Track record of successful senior leadership experience.	<b>A I</b>
<b>E</b>	Experience of successfully changing organisational culture, in relation to aspiration, teaching practices and standards.	<b>A I</b>
<b>E</b>	Experience of developing and leading curriculum, innovation, using latest technologies.	<b>A I</b>
<b>E</b>	Financial, budgetary and resource management experience with commercial acumen.	<b>A T</b>
<b>E</b>	Experience of raising standards.	<b>A I</b>
<b>E</b>	Experience of engaging with community, business, and industry partners.	<b>A</b>
<b>E</b>	Experience of developing, expanding, and managing organisational change.	<b>A I</b>

### Skills, Attributes, and Abilities

<b>E</b>	Ability to see the opportunities and strengths of a truly comprehensive education.	<b>A</b>
<b>E</b>	Awareness of commercial enterprise and opportunity.	<b>A</b>
<b>E</b>	Ability to lead and manage a fully inclusive school.	<b>A I</b>
<b>E</b>	Ability to lead the design and development of an innovative curriculum.	<b>A T</b>
<b>E</b>	Ability to understand, analyse and make effective use of a wide range of data.	<b>A T</b>
<b>E</b>	Ability to collaborate effectively with members of the local community and a range of stakeholders in developing the Academy as a community resource.	<b>A I</b>
<b>E</b>	Ability to provide a safe environment to ensure the physical and psychological safety of the students.	<b>I R</b>

### Behavioural and other characteristics

<b>E</b>	Have a clear vision for the school's future and inspire others to work towards it.	<b>A I</b>
<b>E</b>	Demonstrate honesty and strong moral principles in their actions.	<b>A I</b>
<b>E</b>	Be deeply committed to the educational success and well-being of students.	<b>A I R</b>
<b>E</b>	Manage time and resources efficiently to ensure smooth school operations.	<b>A I R</b>
<b>E</b>	Encourage and implement new and innovative ideas and approaches to improve the school.	<b>A I</b>
<b>E</b>	Provide support and resources to teachers and staff to help them succeed.	<b>A</b>
<b>E</b>	Actively engage with the community and build strong relationships to support the school.	<b>A</b>

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check. Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. You can view our Safeguarding and Child Protection policy on our website.