

Job Description

**Knowle CE Primary Academy,
Knowle, Solihull.
B93 0JE**



This School has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

This school is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.

Post Title	Principal
School	Knowle CE Primary Academy, Knowle, Solihull
Salary Band/Range	L 18 – L 24 £67351 - £77237
Responsible to	The Governing Body of Knowle CE Primary Academy
Location	Knowle CE Primary Academy, Knowle
DBS Check	Enhanced DBS check with Children's Barred List check and Childcare Disqualification by Association check.
Special Conditions	

1. Job Purpose

To provide inspirational leadership to ensure that every member of the school community is given the opportunity to fulfil their true potential. To lead by example to ensure that the Academy maintains and further develops its reputation for high quality educational standards, within a community, that reflects the Christian values that underpin the ethos of the Academy.

2. Key Responsibilities

2.1 Main Duties

Ethos and Vision

- To work closely with the governing body, the church and the community to promote a culture of encouragement, support and challenge to achieve the full potential and highest possible standards of all the Academy's children.
- To ensure that the Academy's vision is understood and shared by the whole school community to promote and sustain continual school improvement and a sense of ownership.
- To ensure that the ethos and strategic planning takes account of the diversity, values and experience of the academy and community at large.
- To work with all partners to meet the Academy's responsibility for safeguarding and promoting the welfare of the children.
- To value pupils as individuals providing positively for their academic, spiritual, moral, social, emotional, physical and cultural well-being.

Leadership and Management

- To lead, develop, motivate and support all staff to achieve their highest possible potential, whilst being considerate of, and encouraging them in their well-being.

- To ensure rigorous approaches to identifying, managing and mitigating risk.
- To work closely with the governing body to manage change effectively.
- To ensure job descriptions and performance management strategies for all staff are based on clear roles and responsibilities, reviewed at least annually and consistent with current conditions of employment.
- To develop the skills of all the Academy's staff using relevant expertise and access to a wide range of high quality, sustained professional development opportunities, aligned to balance the priorities of the whole Academy improvement, team and individual needs.
- To recruit, retain and deploy staff appropriately, managing their workload to achieve the vision and goals of the Academy.
- To manage personal professional development effectively.
- To promote strategies that enable the Academy and wider community to work collaboratively, sharing knowledge and understanding, celebrate success and accept responsibility for outcomes.

Leading Teaching, Learning, Curriculum and Standards

- To continue the implementation of our first class broad and balanced curriculum, enhancing it further to inspire pupils and fully prepare them for their future.
- To ensure a consistent and continuous Academy wide focus on pupil assessment and achievement, making effective use of all appropriate data to inform strategy and decision making through the monitoring, tracking and evaluation of individual pupil progress.
- To monitor, evaluate and review the quality of teaching in the classroom, across all subjects and phases, initiating improvement strategies with the aim of providing outstanding standards of teaching and learning at all times.
- To ensure that a culture and ethos of challenge exists within the Academy so that all pupils can achieve success by being engaged in their own learning. Identify and challenge under performance at all levels and ensure effective corrective action is taken.
- To promote exemplary standards of behaviour and attendance and provide the highest quality of pastoral care for all.
- To ensure that the Academy staff are aware of, and take advantage of emerging technologies, using them to enhance and extend the learning experience of all.

Resources and Finance

- To work closely with the Governing Body to ensure that the Academy's finances are managed effectively, within agreed budgets, to provide the highest quality of educational provision possible.
- To develop a strong working relationship with the Business Manager, Finance Secretary and admin team to ensure that the day-to-day management of finances and resources are robust and effective.
- To maintain effective procedures for the security, supervision and maintenance of the Academy's environment ensuring that all relevant health and safety regulations are met and that the Academy's facilities support effective teaching and learning.

Community links

- To build an effective relationship with all stakeholders through high quality communication and interpersonal links
- To continue to strengthen the current strong links with the Academy's Foundation of Knowle Parish Church and Knowle United Charities
- To engage enthusiastically with the wider community.
- To coordinate links with pre-school and secondary school providers ensuring continuity of learning and safeguarding of pupils.

	<p>Governing Body</p> <ul style="list-style-type: none"> • To work closely with the Governing Body and understand and welcome the role of effective governance, providing specialist advice when required, ensuring a positive working partnership. • To provide regular information to the Governing Body on all aspects of the Academy's performance, progress and achievement enabling it to fully meet its statutory responsibilities and duties. • To ensure that all responsibilities delegated by the Governing Body are carried out promptly and effectively. <p>The Principal will undertake any other duties which from time to time may be reasonably required and be relevant and commensurate with the post, as deemed necessary by the Governing Body.</p>
2.2	Safeguarding
	<ul style="list-style-type: none"> • Ensure the Academy promotes a safe and secure environment for pupils and has effective systems and policies in place for safeguarding children in accordance with legislation and policy requirements. • Ensure all staff and volunteers receive appropriate training and support for safeguarding children and subsequently follow all procedures required. • The Academy is committed to keeping children and vulnerable adults safe. The postholder is responsible for promoting and safeguarding the welfare of the children and vulnerable adults for who he/she is responsible or comes into contact with.
2.3	Financial
	To take management responsibility for all aspects of budgeting within the Academy in line with EFSA guidance for financial management.
2.4	Buildings & Equipment
	To take management responsibility for the safe and proper use of the Academy's buildings and equipment in line with DFE and EFSA guidance.
2.5	Health & Safety
	<p>To carry out all duties and responsibilities in line with the Academy's Health and Safety Policy and any local safety procedures.</p> <p>Health and safety laws require all employees to help the Academy maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the Academy's managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented daily.</p>
2.6	Information Management
	As an employee of the Academy, the post holder will be expected to manage information in accordance with Academy's policies. The post holder will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of the Data Protection Act 2018.

2.7	Policies & Procedures
	The post holder will be accountable for ensuring that he/she is aware of relevant Academy policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
3.	Other Conditions
3.1	Equal Opportunities
	To promote equality, diversity and inclusion throughout the school and ensure that all children and staff are treated equally and fairly. The Academy is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
3.2	Variations to Job Descriptions
	Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Academy therefore retains the right to amend job descriptions to reflect changing requirements.
3.3	Training and Development
	The Academy is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
3.4	Behavioural Framework
	The Academy expects all employees to conduct themselves in a way that is consistent with the Nolan 7 Principles of Public Life.

Compiled/Reviewed by:	The Governing Body of Knowle CE Primary Academy
Date:	January 2023