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| C:\Users\stlm026\AppData\Local\Temp\Temp1_CMYK_for_Print.zip\CMYK_for_Print\LWCT_1.jpg**Name:****Title:** Senior Principal in Charge of SchoolsThe successful candidate must be: ‘An experienced and successful skilled leader’.**Responsible to:** Executive Head / CEO**Duties:**The Schools’ Teachers' Pay and Conditions Document (Part XI) specifies the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner. **Allowance attached to the Post*:*** Leadership Spine **Core Purposes of the Principal in Charge of Schools*** To support the Executive Head in setting the vision and strategic direction for Lincolnshire Wolds Federation, in conjunction with the Academy Advocates, other Federation Leadership Team (FLT) members and all Stake holders. Working with the Academy Advocates and the Leadership team to set targets, to ensure vision is realised by:

 * ensuring the vision is clearly articulated, shared, understood and acted upon effectively by all stakeholders.
* Ensure the Federation meets all statutory requirements
* the Trusts, local and national vision is translated into strategic plans which sustain school improvement.
* To support the review the performance of the Federation in all aspects of its work
* To take full advantage of new opportunities and initiatives led by Departments such as Education
* To work within the FLT to create an environment where teaching staff, alongside support staff, can become even more effective leaders of learning
* To take account of likely futures and being a key source of expertise as they occur
* To work within the FLT to lead, manage, co-ordinate and develop the Leadership Team
* To work within the Academy Advocates, FLT and all staff to ensure that the Federation meets all legal requirements with regard to personnel, staffing, Health & Safety etc.
* To work within the Academy Advocates, and FLT to formulate the overall aims and objectives of the federation and policies for their implementation
* To explore the opportunities to develop joint ventures with external organisations
* To work within the FLT to actively promote the Federation’s unique ethos, Coaching culture and philosophy both nationally and internationally
* To keep the Executive Head and Academy Advocate body informed of the general operation of the Federation via the protocols agreed with the Trust Board.
* To keep under review the work effectiveness of the Federation and drive improvements and innovation.
* To work within the FLT to promote effective relationships with persons and bodies outside the Federation
* To advise and assist the Academy Advocate Body of the Federation in the exercise of their functions, including making such reports to them in connection with the discharge of your functions as they may properly require either on a regular basis or from time to time
* To provide liaison, co-operation and communication with the Trustees of LWCT / CEO / LA as required; making such reports in connection with the discharge of the Federation’s functions as they may properly require, either on a regular basis or from time to time
* To maintain liaison with other schools, academies and federations, further and higher education establishments with which the Federation has a relationship
* To work within the FLT to ensure that financial and human resources are allocated effectively and efficiently to achieve the Federation’s educational goals and priorities
* To work within the FLT to recruit, reward and retain the very best staff

***Specific Responsibilities*****Leading the Organisation*** To set and drive high standards to ensure the offer remains, ‘personalised, purposeful and inspiring’.
* Set appropriate priorities for expenditure, allocating funds and ensuring financial control in accordance with the Trusts policies, in consultation with the Executive Head when required.
* To lead school improvement within LWF and development across the Federation, or Trust, Schools whom we are working with as NSS and Academy Sponsorship.
* To ensure the effective deployment of staff, ensuring best value
* To lead the Personal Learning Journey / Professional Development (Performance Management) Process, including the setting and mentoring / coaching of leadership targets across the Federation
* To continue to drive the coaching culture, restorative practices, within the Federation
* To hold overall responsibility for the running of both schools, to include high standards of behaviour, presentation, effective routines and the deployment of resources to secure a high quality education, achievement and best value
* To ensure the safeguarding process and protocols, across the Federation, including, that Safeguarding training is up to date and that procedures are adhered to in relation to recruitment, visitors and off-site visits
* Manage the accommodation to develop and sustain a safe, secure and healthy school environment
* Collaborate with others in order to strengthen the school’s organisation
* To liaise with appropriate agencies regarding entry of and transition of students
* To research and implement innovative interventions as appropriate
* To lead staff in effectively running both schools
* To ensure timely feedback is given re day to day running of both schools to the Leadership Team, to include staffing issues, Pastoral Care data health & safety and Child Protection
* Liaise re inclusion opportunities

**Leading Learning and Teaching*** To ensure there is continuous focus on student’s achievement, effectively using data and benchmarks to monitor the progress in every students learning
* To innovate, develop and implement effective delivery of the curriculum
* To ensure a diverse, inclusive and innovative curriculum, in response to every student’s needs and in line with the LWF vision of personalised, purposeful and innovative opportunities for all every day. Monitor the delivery and implementation of the curriculum and feed back to Exec Head and Academy Advocates
* To lead the observation/monitoring of Teaching and Learning and implementation of the curriculum and feedback to individuals, FLT, Executive Head / CEO and Academy Advocates
* To develop leaders within the organisation, through coaching and mentoring
* To ensure leaders set pace and quality within LWF
* To mentor/coach colleagues within the Federation to develop effective teaching practice
* To ensure that training/reading is undertaken to keep abreast of new initiatives and legislation

**Strengthening Community*** To develop/maintain strong working relationships within the community
* To lead the effective and appropriate communication and relationship with parents / carers and families, in order to develop all aspects of a student’s school life
* To celebrate the richness of the community which makes up the Federation and support the innovation and develop non-curricular links between the Federation and wider community, with regards to the provision and mutual benefits to all

**Securing Accountability*** Using the Trusts self-evaluation processes, as well as OFSTED’s, to report on the Federations performance and development, to a variety of audiences and inform future improvement planning and challenge any poor performance
* To ensure effective monitoring of staff reporting and keep parents, carers and students informed about curriculum, attainment and progress
* To follow correct procedures in ensuring that staff are held accountable for their practice
* To ensure staff are accountable for the success and celebration of students’ performance
* To ensure that the Federation effectively promotes the wellbeing and safety of all students in order to achieve maximum potential, including the effect liaison with other agencies and services

**NOTES**The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.The duties may be varied to meet the changing demands of the Federation at the reasonable discretion of the Academy Advocates or Executive Head.This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.**Date of issue:-****Post Holder signed:-****TeamLeader signed:-** |
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