



Mossbourne
Federation

Job Description

Principal

Mossbourne Port Side Academy,
Thurrock



POSITION	Principal
SALARY RANGE	L18 £77,051.00 – L31 £105,420.00 London Fringe, dependent on experience
START DATE	1 st September 2025 [SLT INSET Day 29 th August 2025]
HOURS	Full Time
CONTRACT TYPE	Permanent
RESPONSIBLE TO	Executive Principal
RESPONSIBLE FOR	Senior Leadership Team
LOCATION	Mossbourne Port Side Academy, Thurrock
KEY WORKING RELATIONSHIPS	Federation Leaders, All Staff, Students, Governors, Parents, Other Stakeholders

About Mossbourne Port Side Academy (MPSA)

Mossbourne Port Side Academy is a secondary school located in Stanford-le-Hope, Essex. It offers a curriculum for students aged 11 to 16, focusing on academic achievement, personal development, and preparing students for future success.

In addition to core academic subjects, MPSA offers a range of extracurricular activities to promote student engagement and personal growth. The academy values student well-being and works to create a positive school culture, helping students build confidence, resilience, and leadership skills.

MPSA is committed to ensuring that our students leave with the knowledge, character, and qualifications that will open the doors to the future they dream of. Our students leave prepared to make a meaningful impact on the world and bring positive change to their communities.

Mossbourne Port Side Academy has just entered an exciting new chapter in joining the Mossbourne Federation - an organisation known for its exceptionally high standards, where students consistently achieve some of the best outcomes in the country. This is a thrilling time for our school, offering us a fantastic opportunity to grow, evolve, and thrive as we continue our mission to provide our students with the outstanding education they deserve.

What we are looking for in our next Principal

The Governors of the Mossbourne Federation are seeking an inspirational and driven Principal, to join us in September 2025, to lead Mossbourne Port Side Academy on a rapid school improvement journey.

The ideal applicant will be passionate about innovative education, have a commitment to achieving excellence and the drive and influencing skills to work effectively with students and staff to inspire them towards rapid improvement and, in the longer term, towards outstanding achievement.

Mossbourne students deserve to receive the very best educational experience, and achieve results of which they can be proud, regardless of background or starting point. The successful candidate will build, develop and lead a senior academy team who shares your ambition and commitment to advance the strategic development of the academy.

You will have a proven track-record of accomplishment and successful leadership of outstanding classroom practice across all secondary key stages, be that as Principal or Vice Principal, and may have completed your NPQH.

You will draw on expertise and support from our tried and tested school improvement approaches, but also bring your own ideas, energy, passion and determination.



Key Accountabilities

Lead teaching and learning

- Promote and model excellent teaching and learning, maintaining a consistent focus on student outcomes and taking personal responsibility for ensuring every student makes impressive academic progress, flourishes personally and outperforms expectations in national tests.
- Ensure that every lesson and enrichment activity provide a great experience for students and materially develops their proficiency.
- Ensure that subject curricula, plans, policies, and pedagogies are developed and delivered in a manner that appropriately caters for our students.
- Ensure that the academy operates effective mechanisms for collaboration between, and development of, staff to ensure they continuously improve.
- Continue to develop, and operate, strategies and a performance management system to evaluate classroom practice, to celebrate and promote excellence and pro-actively challenge and act to rectify underperformance at all levels.
- Develop and implement strategies to maintain an environment conducive to teaching and learning, including proactively supporting staff to achieve the highest standards of behaviour and uphold the academy's ethos.
- Ensure that student performance and progress is regularly tracked, targeted, and used to inform future teaching as part of a robust and effective student tracking and targeting system from individual student level to the whole academy.
- Provide a range of high-quality enrichment activities.

Inspire and motivate staff and students

- Inspire and enthuse colleagues by personal example; providing consistent motivational leadership, development, support and challenge of students and staff to enable them to deliver distinctive results.
- Develop strong, positive relationships with students, staff and governors, modelling high standards and expectations whilst attracting the respect of colleagues, governors, students, parents and stakeholders.
- Demonstrate consistently high expectations of all students and a commitment to raising their achievement and social and emotional wellbeing. Promote the positive values, attitudes and behaviour expected from all students by treating them with respect and consideration.
- Take responsibility for your own professional development and demonstrate a commitment to continuous professional development by reviewing your own practice, being open to feedback from colleagues and governors, and seeking opportunities to build your capabilities.
- Ensure that systems are in place to encourage all teaching staff to be similarly proactive in their personal and continuous professional development.
- Lead and coach designated members of staff to develop the capacity of the academy's workforce, with a particular focus on the academy's middle leadership and SLT.
- Ensure timely and constructive performance feedback is delivered for staff in line with the Federation's Performance Management Policy.

Develop the Academy's strategy

- Collaborate effectively with the Executive Principal, CEO, and governors to develop and sustain the academy's strategic plan and SIP/SEF, which: deliver the academy's core values; are responsive to our stakeholders' needs; and motivate students and staff. Work with these stakeholders to solve strategic challenges, as they arise.
- Lead the continued development of the academy's educational, operational, and financial plans – including policies, practices, curriculum, timetable, staffing structure and educational model – as the academy grows to scale.
- Effectively deliver strategic and operational plans, developing mechanisms for regular evaluation and review.
- Effectively implement all the academy's policies, and work with the Executive Principal, CEO, and governors to improve them where necessary.
- Work to, and evaluate progress against, academy – and personal – objectives, as agreed with the Executive Principal and Local Governing Body.
- Lead the rich use of data and analysis as required for different audiences (for instance, as required by MPSA external quality assurance monitoring inspections, Ofsted, Executive Principal, CEO and the Local Governing Body) and the response to issues identified.
- Attract a healthy flow of applications from local children to ensure initially the roll is filled and in time that it is oversubscribed.



Manage the Academy's resources and daily operations

- Effectively manage the delivery of the academy's plans within budget by ensuring that MPSA's human and financial resources are used effectively, efficiently, and judiciously.
- Actively seek opportunities for cost improvements and ensure that "value for money" is at the core of all financial planning – with a view that every wasted pound is a pound that could have been spent on adding value to a child's education.
- Attract, recruit, develop, motivate and retain committed, distinctive staff to fill all roles. Ensure the workforce is aligned with the MPSA vision.
- Work effectively with the Executive Principal, CEO, and Governors to ensure that there are reliable mechanisms for appropriate risk management in all academy's educational activities.
- Ensure compliance with all relevant legislation and regulations.
- Ensure the daily, termly and annual tempo of academy operations runs smoothly with challenges anticipated and tackled as far in advance as possible.
- Effectively and confidently lead the solving of operational problems, as they arise.

Develop the Academy's ethos and vision

- Act as an effective ambassador and spokesperson for MPSA in the local community and in local media.
- Communicate effectively to ensure that all parts of the MPSA community (including parents) are kept informed about, consulted on, and have an understanding of MPSA's aims, its policies, procedures and future direction.
- Develop strong relationships and collaborative ways of working with all stakeholders, including community leaders, the Local Authority, the DfE and EFA, and local and national educational partners.
- Seek out partnerships and work with other public and voluntary sector agencies, clubs and societies in the local community to develop extended services to enable the wider community (including family members) to access knowledge, skills and learning opportunities.
- Create a culture where all members of the MPSA community respect and support others and their physical surroundings.
- Provide appropriate systems of pastoral care to support the personal development of all students and create a caring climate in which self-confidence and social responsibility are encouraged.
- Epitomise MPSA's vision and values, providing consistent and motivational leadership for prospective parents, students, and staff and always adhere to the staff code of conduct and policies.
- Undertake other leadership responsibilities or duties commensurate with the post, as directed by the Executive Principal or CEO.

Lead and manage the Academy

- Organise appropriate induction events for students and staff, including a period of training and induction for staff in advance of the start of term.
- Keep abreast of educational developments and best practice leadership and management approaches, to introduce appropriate innovation.
- Create effective means of communication to ensure that all sections of the MPSA community (especially parents) are kept informed about, consulted on, and understand the aims of MPSA, its policies, procedures, and future direction.
- Maintain and develop effective relationships with all stakeholders, including parents, governors, local authority, and other bodies outside the school
- Maintain an up-to-date expert knowledge of educational developments, innovation, and best practice; and relevant aspects of national policy and regulations; to ensure MPSA responds appropriately.
- Attend leadership team meetings as required and to report to staff and governors as necessary.



Person Specification				
E = Essential D= Desirable	Requirements	Assessment Criteria		
		Interview	Application Form	Task Lesson
Experience				
E	Will have demonstrable experience of experience of working as a Deputy Head/Vice Principal or Headteacher/Principal	X	X	X
E	Experience of having led and managed a high-performing team	X	X	X
E	Must have taught in Key stages 3 and 4	X	X	X
E	Proven record of significantly raising achievement across age and ability ranges and of helping students achieve impressive academic outcomes	X	X	X
E	Track record of delivering consistently outstanding lessons to students of all abilities	X	X	X
E	Experience of developing effective academy strategy and policies	X	X	X
E	Experience of impact in a substantive SLT portfolio	X	X	X
D	Experience of having worked in a high-performing school	X	X	X
D	Teaching students from backgrounds of socio- economic disadvantage in at least one urban, multi-cultural setting	X	X	X
D	Experience of having delivered school-wide learning / curriculum / assessment innovation and inspiring others to subscribe to it	X	X	X
D	Experience of having worked on the SLT of a non-LA school (an Academy, Free or Independent school)	X	X	X
D	Experience of leading the development of a new programme, enterprise or school	X	X	X
E	Ability to work independently and as part of a team, contributing to INSETs		X	
E	Ability to develop and maintain positive relationships with teachers, support staff and parents	X		
E	Understanding of the demands of leading a high-performing secondary school, including excellent knowledge of current educational developments and initiatives relating to the leadership of learning and teaching	X	X	X
E	An understanding of the strategies needed to establish consistently high aspirations and standards in a secondary school setting, and a commitment to relentlessly implementing these	X	X	X
E	A proven understanding of how to coach other staff to achieve outstanding teaching practice and how to implement effective strategies to raise learning standards	X	X	X
E	Knowledge and experience of Safeguarding and Child Protection	X	X	X
D	Deep knowledge of developments in educational policy and pedagogic developments at local, national and international levels	X	X	X
D	A sound understanding of school finance and the budgetary aspects of running a school	X	X	X
D	A proven ability to oversee resource management, efficiently and effectively	X	X	X
D	A thorough grasp of the legal and regulatory framework within which Academies operate	X	X	X
E	A proven ability to lead, enthuse and inspire a committed and highly effective staff body at all levels.	X	X	X



E	An effective leadership and management style that encourages participation and innovation	X	X	X
Qualifications				
E	A good degree in the subject or a related subject	X		X
E	Qualified Teacher Status (QTS)		X	
IT knowledge				
D	Strong working knowledge of the MS Office Applications		X	
E	Ability to swiftly adapt to and utilise new / various systems / software		X	
Behavioural Competencies				
E	Excellent communication skills	X		X
E	Strategic approach, ability to see the 'big picture'	X		
E	Commitment to meeting deadlines internally and externally ensuring output consistently is of an exemplary standard	X		
E	The upmost integrity and high levels of motivation & commitment.	X		
E	Proactive approach & efficient time management & prioritisation skills	X		
E	Genuine interest & passion for the education of young people & the will to contribute to the wider life & community of the Federation	X	X	
Applicable to all staff				
E	Undertake training as required to fulfil the requirements of the role	X	X	X
E	Support Mossbourne's efforts both verbally and non-verbally (i.e. Via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings	X	X	X
E	Recognise your role as part of the succession of Mossbourne	X	X	X
E	Play an active role in terms of Safeguarding all students and adults	X	X	X

*Mossbourne Federation reserves the right to modify this job description to ensure Federation & students' needs are met.
The document is not a comprehensive list; but outlines broad expectations of this role.*

Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability, or status.

*This post is subject to an enhanced DBS disclosure.
The post holder must be committed to safeguarding the welfare of children.*