



JOB DESCRIPTION

Name:

Job Title: Executive Principal

Scale: L37 – L43

Responsible to: Trust Board

Start Date: **September 2024**

The Core Purpose

The core purpose of the Executive Principal is to provide strategic direction, professional leadership and management for the trust. This will promote a secure foundation from which to achieve high standards in all areas of the trust's work. To gain this success the Executive Principal must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils.

The Executive Principal:

- Is the lead professional, accountable to the Board of Trustees.
- Provides vision, collaborative leadership and direction for each School within the trust and ensures that it is managed and organised to meet its aims and targets.
- Is responsible for creating a productive learning environment which is engaging and fulfilling for all pupils.
- Must establish and maintain a culture that promotes excellence, equality and high expectations of all pupils.
- Working with others, is responsible for:
 - a) Evaluating each School's performance.
 - b) Identifying the priorities for continuous improvement and raising standards.
 - c) Ensuring equality of opportunity for all.
 - d) Developing policies and practices.
 - e) Ensuring that resources are efficiently and effectively used to achieve each School's aims and objectives and for the day-to-day management, organisation and administration of each School.
 - f) The identification, management and evaluation of all aspects of risk across the trust.
- To be the Accounting Officer of the trust.

- To ensure the trust is financially compliant.
- To ensure staff wellbeing is as a key consideration.
- Working alongside the senior leadership teams across the trust and through others, secures the commitment of the wider community to our Schools by developing and maintaining effective partnerships with, for example, schools and academies, other services and agencies for children, the LA, higher education institutions and employers.
- Promote and safeguard the welfare of all stakeholders.

Main Duties of the Executive Principal

- Attends and reports to the Board of Trustees and Board of Members.
- Attends all governing body and committee meetings as per the governance structure of the trust.
- To have an overview of the Ofsted framework and ensure the Schools and those responsible for governance are prepared for inspections.
- Oversees the work of the Principals of each School in designing, marketing, promoting and delivering high quality programmes for pupil learning.
- Recommends the yearly budget developed by the Chief Finance Officer (CFO) and Principals of each School for Board of Trustees approval and ensures there is prudence and best value in the way each School manages its resources within budget guidelines according to current laws/regulations set out by the ESFA.
- Supports the Principals of each School in effectively managing the human resources of their Schools according to authorised personnel policies and procedures that fully conform to current laws and regulations.
- Plays a lead role in ensuring that the trust and the Schools therein, their values, vision and mission, through programmes, products and services, consistently present a strong, positive image to relevant stakeholders, locally, nationally and globally.
- Oversees the need to generate income through planning and implementation of income generation strategies, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation.
- Leads the Principals of each school and meets with them together as a strategic executive team to address the following:

1. The Basics:

- a. Reflecting and sharing challenges re: Leadership and Management issues.
- b. Reviewing/evaluating aspects of Organisational Management.
- c. Liaising with and reporting to the trust board and/or committees of the board.

2. The Plan:

- a. Reviewing the Development Plans and scrutinising whether the most appropriate organisational goals are being addressed, and whether we are making progress in reaching them.

3. Organisation:

- a. Human Resources Management.
- b. The way in which staffing is organised.

4. Leadership:

- a. Reviewing leadership by all individuals in the Schools that make up the Trust.
- b. Reviewing leadership given by the Principals.
- c. Reviewing the leadership given by the Schools in meeting challenges raised locally and nationally.

5. Reviewing the Coordination between Activities and Resources in the following areas:

- a. Ethical issues.
- b. Finances.
- c. Fundraising.
- d. Employee Performance Management.
- e. Policies and Procedures.
- f. Standards (Attainment/Achievement).
- g. Marketing and Promotions and Public and Media Relations.

Shaping the Future

The Executive Principal will know about:

- Multi-Academy Trusts.
- Strategic planning processes.
- Strategies for communication both within and beyond a School.
- New technologies, their use and impact.
- Leading change, creativity and innovation.

The Executive Principal will be committed to:

- A collaborative vision of excellence and equity that sets high standards for every pupil.
- The setting and achieving of ambitious, challenging goals and targets.
- Inclusion and the ability and right of all to be the best they can be.

The Executive Principal will be able to:

- Think strategically, build and communicate a coherent vision in a range of compelling ways.
- Inspire, challenge, motivate and empower others to carry the vision forward.
- Model the values and vision of the trust.

The Executive Principal will engage in the following actions:

- Ensuring the vision for the trust is clearly articulated, shared, understood and acted upon effectively by all Schools.
- Developing operational plans which will promote and sustain continuous School improvement.
- Ensuring that strategic planning takes account of the diversity, values and experience of each School and its community at large.

Leading Learning & Teaching

The Executive Principal will know about:

- Strategies for raising achievement and achieving excellence.

- The development of a personalised learning culture within each School (Primary, Secondary and Post 16).
- Models of learning and teaching.
- The use of new and emerging technologies to support learning and teaching.
- Models of behaviour and attendance management.
- Strategies for ensuring inclusion, diversity and access.
- Curriculum design and management.
- Tools for data collection and analysis.
- Using research evidence to inform teaching and learning.
- Monitoring and evaluating performance.
- School self-evaluation.
- Strategies for developing effective teachers.

The Executive Principal will be someone who:

- Ensures a consistent and continuous School I- wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Ensures that learning is at the centre of strategic planning and resource management.
- Establishes creative, responsive and effective approaches to learning and teaching.
- Ensures a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrates and articulates high expectations and sets stretching targets for the whole School community.
- Implements strategies which secure high standards of behaviour and attendance.
- Determines, organises and implements a diverse, flexible curriculum and implements an effective assessment framework.
- Alongside the CFO, takes a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitors, evaluates and reviews classroom practice working with and through the Senior Leadership Teams and others and promotes improvement strategies.
- Challenges underperformance at all levels and ensures effective corrective action and follow-up.

Developing Self and Working with Others

The Executive Principal will know about:

- The significance of interpersonal relationships, adult learning and models of continuing professional development (CPD).
- Strategies to promote individual and team development.
- Building and sustaining a learning community.

The Executive Principal will be committed to:

- Effective working relationships.
- Shared leadership.
- Effective team working.
- Continuing professional development for self and all others within the trust.

The Executive Principal will be able to:

- Foster an open, fair, equitable culture and manage conflict.
- Develop, empower and sustain individuals and teams.

- Collaborate and network with others within and beyond the trust.
- Challenge, influence and motivate others to attain high goals.
- Give and receive effective feedback and act to improve personal performance.
- Accept support from others.

The Executive Principal will be someone who:

- Treats people fairly, equitably and with dignity and respect to create and maintain a positive School culture.
- Builds a collaborative learning culture within each School and actively engages with other schools and academies to build effective learning communities.
- Develops and maintains a culture of high expectations for self and for others and takes appropriate action when performance is unsatisfactory.
- Regularly reviews own practice, sets personal targets and takes responsibility for own personal development.
- Manages own workload and that of others to allow an appropriate work/life balance.

Managing the Organisation

The Executive Principal will know about:

- Models of organisations and principles of organisational development.
- Principles and models of self-evaluation.
- Principles and practice of earned autonomy.
- Principles and strategies of School improvement.
- Policy creation, through consultation and review.
- Informed decision-making.
- Strategic financial planning, budgetary management and principles of best value.
- Performance management.
- Personnel, governance, security and access issues relating to the diverse use of School facilities.
- Legal issues relating to managing a School including Equal Opportunities, Race Relations, Disability, Human Rights and Employment legislation.

The Executive Principal will be able to:

- Establish and sustain appropriate structures and systems.
- Manage Schools efficiently and effectively on a day- to-day basis.
- Delegate management tasks and monitor their implementation.
- Prioritise, plan and organise themselves and others.
- Make professional, managerial and organisational decisions based on informed judgements.
- Think creatively to anticipate and solve problems.

The Executive Principal will work with and through other key senior staff, such as the CFO, Senior Leadership Teams and others in:

- Creating an organisational structure which reflects trust values, and enables the management systems, structures and processes for each School to work effectively in line with legal requirements.
- Producing and implementing clear, evidence-based improvement plans and policies for the development of each School and its facilities.
- Managing each School's financial and human resources effectively and efficiently to achieve educational goals and priorities.

- Ensuring staff are recruited, retained and deployed appropriately and their workload is managed to achieve the vision and goals of the trust.
- Implementing successful performance management processes with all staff.
- Managing and organising each School environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensuring that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and to provide value for money.

Securing Accountability

The Executive Principal will know about:

- Statutory educational/financial frameworks, including governance.
- Public services policy and accountability frameworks, including self-evaluation and multi-agency working.
- The use of a range of evidence, including performance data, to support, monitor, evaluate and improve aspects of School life, including challenging poor performance.
- The principles and practice of quality assurance systems, including School review, self-evaluation and performance management.
- Stakeholder and community engagement in, and accountability for, the success and celebration of each School's performance

The Executive Principal will be committed to:

- Principles and practice of School self-evaluation.
- Each School working effectively and efficiently towards the academic, spiritual, moral, social, emotional and cultural development of all its pupils.

The Executive Principal will be able to:

- Collect and use a rich set of data to understand the strengths and weaknesses of each School.
- Combine the outcomes of regular School self-review with external evaluations in order to develop each School.
- Develops an ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensures individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Works with the Board of Trustees or any of its committees in providing information, objective advice and support to enable them to meet their responsibilities.
- Develops and presents a coherent, understandable and accurate account of each School's performance to a range of audiences.

Strengthening Community Actions

The Executive Principal will be able to:

- Recognise and take account of the richness and diversity of each School's communities.
- Engage in a dialogue which builds partnerships and community consensus on values, beliefs and shared culture and curriculum which takes account of the richness and diversity of each Schools' communities.
- Listen to, reflect and act on feedback.
- Build and maintain effective relationships with parents, carers, partners and the community, to enhance the education of all pupils.

- Create and promote the strategies for securing equal opportunities for all, challenging prejudice and dealing with harassment.
- Ensure collaboration with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into each School to enhance and enrich that School and its value to the wider community.
- Co-operate and work with relevant agencies to safeguard children.

Line Manager

The post holder will be responsible to the Trust Board.

Review and Amendment

This job description is normally subject to an annual review. It may be amended at the request of the Chair of Trust Board or post holder after consultation.

Signed: _____ (Post holder)

_____ (Chair of Trust Board)

Date: _____

Waverley Education Foundation Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates.

March 2024