

JOB DESCRIPTION

Executive Principal of Longley Park Sixth Form

Accountable to: Chief Executive Officer (CEO) of the Brigantia Learning Trust.

- Accountabilities to be met in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of school leaders' duties set out in that document, as well as the National Standards for Headteachers. The Executive Principal is accountable to the Trust Board and the Trust CEO for the standards achieved and the conduct, management and administration of the Academy, subject to any policies that the DfE and ESFA may make.

Status: Principal of Longley Park Sixth Form and Strategy Lead for Post-16 Education for Brigantia Learning Trust.

Purpose

- To provide strong, effective and aspirational leadership across the Academy, ensuring that it fulfils its mission, strategic aims and ambitions as determined by the Trust Board of Brigantia Learning Trust and in compliance with the Trust's Scheme of Delegation,
- To lead with passion and energy the provision of outstanding learning, teaching and support which ensure high levels of learner success, setting a culture of high expectations and delivering excellent outcomes.
- To grow student numbers and develop Longley Park Sixth Form as an outstanding provider of post-16 education.
- To ensure that Longley Park Sixth Form's finances, estates and resources are effectively and efficiently managed within the agreed budgetary and capital parameters overseen by the Trust Chief Operating Officer.
- To build and develop innovative and meaningful partnerships with businesses, training partners and community stakeholders, promoting Longley Park Sixth Form and Brigantia Learning Trust as key players in both the local and regional educational agenda.
- To ensure that Longley Park Sixth Form fulfils all relevant and applicable statutory and regulatory requirements.

Key Deliverables

- Continuous improvement in outcomes for students and in the quality of teaching and learning.
- Well informed and effective Senior and Middle Leadership Teams, who ensure that the whole staff have clarity about the Academy and Trust's strategic direction and their part to play in its implementation.
- High levels of satisfaction amongst all Longley Park Sixth Form stakeholders, including students, parents, carers, sister academies, partner schools and colleges.
- Well established and developed links with external agencies, local communities, Higher Education Providers and other stakeholders.
- An efficiently run Academy in all areas of educational and operational delivery.

Main Duties and Responsibilities

Strategic Leadership of the Academy

- To be accountable for the overall performance of Longley Park Sixth Form, evaluating performance effectively, identifying the priorities for improvement and maintaining a focus on raising attainment to improve learner outcomes.
- To partner with the Trust Board of Brigantia Learning Trust, the Trust Executive Team, Longley Park Sixth Form Academy Advisory Council (AAC) and other key stakeholders to create a shared vision and to deliver a strategic plan for the Academy.
- To manage the implementation of Trust and Academy policies including curriculum, staffing, financial planning and management to ensure the continued development and sustainability of the Academy.
- To ensure the Academy's compliance with the Trust Articles of Association, Scheme of Delegation and the requirements of the Department for Education and the ESFA so that all legal, statutory and regulatory requirements are met.
- To develop strong, effective and harmonious working relationships with the whole Trust, providing accurate and timely information to support decision making.
- To attend all meetings of Longley Park Sixth Form AAC and to attend meetings of the Brigantia Learning Trust Board and its committees, where requested to do so.
- To provide inspiring and motivating leadership to promote a culture of partnership working to raise aspirations, realise ambitions and achieve outstanding success.
- To be the lead ambassador for the Academy externally, enhancing its reach, reputation and influence and ensuring that it is responsive to the needs of all stakeholders, especially its sister academies, local schools, employers and the business community.
- To represent and promote the Academy positively in public fora through the media and other agencies to maintain and further enhance the public profile and position of the Academy within the community.
- To anticipate the need for change and to be innovative in responding to it.
- To ensure that the Academy upholds its commitment to diversity and equality for students and staff, and maintains its reputation for having an open and welcoming culture.

Students and Quality

- To be committed to safeguarding and promoting both the mental and physical welfare of all students, ensuring that all staff and volunteers share this commitment.
- To embed a culture of ambition, fostering high aspirations and promoting positive progression by learners at all levels.
- To ensure an effective learner and parent voice in the Academy through the engagement of all groups in the development and improvement of the Academy.
- To promote innovation in curriculum design, delivery and teaching and learning, developing the employability and work-readiness of students.
- To ensure the development and delivery of a high quality, relevant and responsive curriculum which anticipates, stimulates and meets the changing demand from learners, employers and other stakeholders.

- To lead the Academy's continuous quality improvement and assurance to establish Longley Park Sixth Form as an outstanding provider serving its city-wide community.
- To ensure effective strategies, including marketing, are in place for the recruitment, retention and success of students in their choice of destination.
- To develop an outstanding and inclusive overall learner experience for all students, ensuring a rapid and effective response to relevant learner concerns.
- To provide effective pastoral services and guidance for students whilst maintaining student discipline.

Staff Leadership

- To provide exemplary leadership for the Senior Leadership Team to ensure that the Academy offers the highest quality of education and service, which drives a culture of excellence and innovation.
- To promote good conduct and expect commitment of staff, leading by example.
- To have in place, reviewing as necessary, the organisational structures and management accountabilities to deliver the strategic plan which meets the current and future needs of the Academy.
- To enable the talent, skills and potential of the staff in the Academy to be developed through appropriate policies and processes within a culture and environment of challenge, engagement and support.
- To be responsible for the appointment, motivation, welfare, appraisal, professional development of staff and succession planning to meet changing organisational needs.
- To lead, manage and motivate staff in line with the organisation and direction of the Academy, including the promotion and maintenance of good relations with staff, recognised trade unions and professional associations relevant to the Academy.
- To be responsible for the appointment, assignment, grading, appraisal, suspension, dismissal of all Academy staff, within the framework set by Brigantia Learning Trust.
- To develop the post-16 strategy for all learners within Brigantia Learning Trust encapsulating the 2-19 ethos and mission of the Trust.
- To engage and contribute constructively to the overall education strategy through the Trust Executive Team and with the Executive Principals within other Academies.

Financial and Risk Management

- To deliver timely and accurate preparation of estimates of income and expenditure, and all necessary financial reporting to Brigantia Learning Trust.
- To be accountable within the Academy for the proper and effective operation of financial planning and management controls determined by the Trust such that the physical and financial resources, including the Academy's estates, are efficiently utilised, public funds are safeguarded and value for money achieved.
- To work with the Trust Central Services Team and support robust and responsive IT, data, and information and management systems, to inform and monitor the delivery of strategic, financial and operational plans, which comply with statutory reporting requirements as necessary.

- To take overall responsibility for risk management, ensuring that appropriate and effective risk management strategies are in place, and that the comprehensive and regularly updated risk management register is maintained.

Safeguarding and promoting the Welfare of Children and Young People

- Brigantia Learning Trust is committed to safeguarding and promoting the welfare of children and young people, and the Executive Principal must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. This job description is subject to review to compliment the Trust's Performance Management Framework.

This is not to be considered a definitive or exhaustive list of responsibilities and the post holder will be expected to carry out other duties commensurate with the post as directed by and agreed with the CEO. This job description is likely to change as the Trust and Academy evolves, and develops and the post holder will be expected to adapt to these changes.