

Job Description

Post: Principal Designate / Head of School

This role is line managed by an Executive Principal and the post-holder will be answerable to the Governing Council via a Local Governing Body.

Purpose

To provide highly effective professional and expert leadership and management of the Dixons 6th Form Academy (opening through the Free School mechanism)

To achieve success, the Head of School will:

- provide clarity of the Trust vision, ethical leadership and certainty of direction for all
- communicate passion for learning and moral purpose
- create a safe and productive learning environment which is engaging and fulfilling for all students
- be able to lead and influence young people of this age-group
- effectively lead teaching and learning
- promote excellence, equality and high expectations of all students
- contribute to the evaluation of the academy's performance and identify priorities for continuous improvement
- secure the support and commitment of parents and the wider community
- ensure all students go onto a university of their choice or employment with training and career advancement opportunities
- aim to provide an outstanding sixth form education, competing with top national institutions by all performance measures
- have a strong understanding of how to prepare young people for university and the world of work
- believe whole-heartedly that all learning barriers are surmountable

Duties and Responsibilities

Empowered to lead

- Work with the Executive Principal, Governors and other key stakeholders to ensure the academy vision is clearly articulated, shared, understood and acted upon effectively by all.
- Work within the academy community to translate the vision into agreed objectives and operational plans which will lead to securing the very best outcomes for learners.
- Demonstrate the vision and values in everyday work and practice and inspire others to play a role in the leadership of them.
- Support the production and implementation of clear, evidence-based improvement plans and policies for the development of the academy and its facilities.
- Work with the Executive Principal and trustees (providing information, objective advice and support) to enable the academy to meet its responsibilities.
- Develop and present a coherent, understandable and accurate account of the academy's performance to a range of audiences including staff, governors and parents.
- Ensure that, whilst developing an autonomous culture and unique Trust vision for the academy, policies and practices take account of the national picture.
- Deploy the academy's financial and human resources effectively and efficiently to achieve the academy's educational goals and priorities.
- Manage and organise the academy environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Work collaboratively with the other Dixons Principals to provide the very best educational experience for our students.

High expectations

- Develop a positive climate and an academy ethos of high autonomy, high challenge and high accountability.
- Develop a common culture which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Demonstrate and articulate high expectations and set stretching targets for the whole academy community through the performance management cycle.
- Ensure challenge and support in equal measure so all are inspired to be the best they can be.
- Ensure a consistent and continuous academy-wide focus on achievement, where all teachers take responsibility for using data and expecting every student to achieve outcomes above the national average.
- Implement strategies that secure high standards of student conduct and attendance.
- Provide a challenging curriculum, both formal and informal which allows students the opportunity to compete for places at the best universities.
- Provide the most up to date CEAIG so that students are fully-equipped to make the right decisions about their future pathway, always challenging them to aspire to be the best they can be.
- Ensure all tutors and sixth form leaders are fully up-to-date with all aspects of the UCAS system and establish links with Russell Group universities.

Values-driven

- Ensure credibility by constantly leading by example, maintaining high visibility and approachability.
- Demonstrate integrity and treat people fairly, equitably and with dignity and respect to create and maintain a positive academy culture.
- Ensure that a climate of hard work and ambition is fully embedded.
- Work to safeguard and protect children, in collaboration with other agencies as appropriate.

Choice and commitment

- Ensure the vision and values of the academy are articulated so that there is full buy-in from 16-19 learners, staff and parents.
- Build a collaborative learning culture within the academy and actively engage with other Dixons academies to build an effective learning community.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Manage own workload and that of others to allow an appropriate work/life balance.
- Constantly challenge and support students and reflect back both the element of choice yet importance of commitment as a foundation for an effective work place.
- Create and maintain an effective three-way partnership with students, parents and carers to support and improve students' achievement and personal development.

Highly professionalised staff

- Recruit and retain staff fully aligned to the vision and the values of the academy.
- Develop and maintain effective strategies and procedures for staff induction and continuous professional development.
- Ensure individual staff accountability is clearly defined, understood and agreed and is subject to rigorous review and evaluation.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Regularly review own practice and set personal targets, taking responsibility for own personal development.

Relentless Focus on Learning

- Ensure that a passion for learning is at the centre of strategic planning and resource management.
- Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.
- Monitor, evaluate and review classroom practice and promote improvement strategies.

- Ensure that the range, quality and use of all available resources improve the quality of education for all students and provide value for money.
- Ensure a range of real-world learning experiences.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.