



Exmouth
Community
College
Academy Trust

Job Description & Person Specification:

PRINCIPAL

Permanent

Salary: Group 8 starting at L43 £123,057

Start Date: 1 September 2023

Closing Date: Friday 3 March 2023 at 10.00am

Interview Dates: Tuesday 28 – Thursday 30 March 2023

Exmouth Community College, Gipsy Lane, Exmouth, Devon. EX8 3AF

www.exmouthcollege.devon.sch.uk

Principal: A J Davis BSc(Hons), PGCPSE, NPQH

Job Description

Title:	Principal
Salary:	Group 8 starting at L43: £123,057
Start Date:	1 September 2023
Type of Appointment:	Permanent
Reporting to:	Governing Board

Purpose of the Role

To provide professional leadership, strategic direction and management for Exmouth Community College, promoting a secure foundation from which to achieve high standards in all areas of the College's work.

Legal Requirements

The Principal is required to carry out all the statutory duties and the professional responsibilities in the Contractual Framework, Part 7 of the School Teachers' Pay and Conditions Document and carry out their professional duties in accordance with education, employment and health and safety legislation, and any other relevant legislation.

1. College culture

- establish and sustain the College's ethos and strategic direction in partnership with those responsible for governance and, where appropriate, through consultation with the College community
- create a culture where students experience a positive and enriching College life
- uphold ambitious educational standards which enable social mobility and prepare students from all backgrounds for their next phase of education and life
- promote positive and respectful relationships across the College community and a safe, orderly and inclusive environment
- ensure a culture of high staff professionalism and reflection on their practice

2. Teaching

- establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how students learn
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- ensure effective use is made of formative assessment

3. Curriculum and assessment

- ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- ensure that all students are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- ensure valid, reliable and proportionate approaches are used when assessing students' knowledge and understanding of the curriculum

4. Behaviour

- establish and sustain high expectations of behaviour for all students, built upon relationships, rules and routines, which are understood clearly by all staff and students
- ensure high standards of student behaviour and courteous conduct in accordance with the College's behaviour policy
- implement consistent, fair and respectful approaches to managing behaviour
- ensure that adults within the College model and teach the behaviour of a good citizen

5. Additional and special educational needs and disabilities

- ensure the College holds ambitious expectations for all students with additional and special educational needs and disabilities
- establish and sustain culture and practices that enable students to access the curriculum and learn effectively
- ensure the College works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of students, providing support and adaptation where appropriate
- ensure the College fulfils its statutory duties with regard to the SEND code of practice

6. Professional development

- ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-college improvement, team and individual needs
- prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- ensure that professional development opportunities draw on expert provision from beyond the College, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

7. Organisational management

- Ensure a rigorous approach to the protection and safety of students and staff through effective approaches to safeguarding and safer recruitment, as part of the duty of care
- prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- ensure staff are deployed and managed well with due attention paid to workload
- establish and oversee systems, processes and policies that enable the College to operate effectively and efficiently
- ensure rigorous approaches to identifying, managing and mitigating risk

8. Continuous College improvement

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit College effectiveness, and identify priority areas for improvement
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the College's context
- ensure careful and effective implementation of improvement strategies, which lead to sustained College improvement over time

9. Working in partnership

- forge constructive relationships beyond the College, working in partnership with parents, carers and the local community
- commit the College to work successfully with other colleges and organisations in a climate of mutual challenge and support
- establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all students

10. Governance and accountability

- understand and welcome the role of effective governance; providing information which enables the Board to be effective in carrying out their role
- establish and sustain professional working relationships with those responsible for governance
- ensure that staff know and understand their professional responsibilities and are held to account
- ensure the College effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

The job description is subject to annual review reflecting legal changes and is not exhaustive. Any other duties commensurate to the post may reasonably be required.

Person Specification

Attributes	Essential	Desirable	Assessed by:
Education & Qualifications:			
Good Honours Degree	✓		AF & C
Qualified Teacher Status	✓		
Further relevant Post Graduate study or research		✓	
Participation in an accredited College leadership programme e.g. NPQH		✓	
Evidence of recent relevant training at Headship level		✓	
Evidence of Impact to Date:			
Recent effective strategic leadership within a Headteacher/Principal role in a secondary school/academy	✓		AF, I, L & R
Experience of working with Post 16	✓		
Substantial and successful teaching experience across a wide age and ability range in at least two schools	✓		
Experience of working in or with a MAT or other partnership		✓	I, L & R
Effective and strong approach to behaviour management within a school	✓		
Commitment to breadth and balance in the curriculum	✓		
Establishing a culture where all students, irrespective of their ability, have the opportunity to achieve their full potential in every area of school life	✓		
Improving students' outcomes	✓		
Implementing strategies which have narrowed achievement gaps, both between genders and students with additional and special educational needs and disabilities	✓		
Effective management of a large number of staff	✓		
Managing large budgets and a good understanding of financial issues	✓		
Working successfully with Governing Bodies	✓		
Good understanding of data analysis and its use in scrutinising performance in order to develop strategies which will drive up standards	✓		
Political insight and knowledge of national trends that could impact upon the College	✓		
Promoting diversity and equal opportunities within the curriculum and in employment practice	✓		

Attributes	Essential	Desirable	Assessed by:
Leadership Qualities:			
Inspirational and creative leader who can think strategically and articulate a vision for the College	✓		I, L & R
A leader who can make difficult decisions and manage change effectively	✓		
A strong leader who is able to develop and motivate their staff team and to delegate effectively	✓		
Able to promote, and model, the positive behaviour of students within the College community and beyond	✓		
Able to evaluate standards of teaching and learning, implement an effective performance management programme, identify and celebrate excellent practice and achievement and, if needs be, challenge underperformance	✓		
In depth knowledge and experience of Child Protection, Safer Recruitment and Safeguarding procedures	✓		
Able to engage the College community in the systematic and rigorous self-evaluation of the work of the College	✓		
Understand inclusion and how to care for all students, regardless of abilities	✓		
Personal Qualities:			
A visible leader who is fair, consistent, resilient and has “presence”	✓		I
Excellent interpersonal and communication skills, with the ability to motivate and inspire students, parents/carers and staff	✓		
Outward facing, with the ability to develop key strategic partnerships with the wider community	✓		
Sound judgement, able to make pragmatic and strategic decisions when necessary and have the courage to see them through	✓		
Able to challenge, influence and motivate others to attain high goals	✓		
A high level of drive, passion, resilience and enthusiasm	✓		
Able to work well under pressure	✓		
Effective ICT skills and use of school information systems to drive improvement	✓		

Assessed by:

- AF** Application Form
L Letter of Application
C Certificates
I Interview
R Reference

Additional Criteria

We have an expectation that all staff employed at Exmouth Community College will:

- Commit to the safeguarding and welfare of all students
- Understand and recognise the principles of equality and diversity
- Commit to regular and on-going professional development and high standards
- Demonstrate and promote good practice in line with the ethos of the College

Important Information

Please read the *Application and Recruitment Guidance Notes* available from the College website before completing your application.

We are committed to providing the best possible care and education for our students and safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks. A satisfactory Enhanced DBS Disclosure (with Barred List check) will be required before the successful candidate can commence employment at Exmouth Community College.

Exmouth Community College is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an Enhanced DBS Disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

Exmouth Community College will treat applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. As part of the recruitment process such information will only be considered in light of its relevance to the post for which you are applying. Failure to disclose previous criminal history could result in the withdrawal of an offer of employment. All information disclosed will be treated in the strictest confidence.

All shortlisted candidates will be provided with a Self-Declaration Form and will be required to declare information on any convictions, cautions, reprimands, final warnings or pending prosecutions which would not be filtered in line with current guidance (see: [DBS filtering guide - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/db filtering guide)).

This post involves engaging in regulated activity relevant to children. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

The Application Process

Please complete the Principal application form available from the College website. Your completed application form should be emailed to recruitment@exmouthcollege.devon.sch.uk before **10am on Friday 3 March 2023**. All applications will be acknowledged by email.

Shortlisting will be completed by **Monday 13 March 2023**. All applicants will be contacted to inform them whether their application has been shortlisted.

The **interview process** will be held on **Tuesday 28 March 2023 – Thursday 30 March 2023**.

We strongly encourage you to visit to the College before submitting your application. We're sure that by visiting the College, you will really understand and be excited by the opportunities we have to offer.

Tours of the College will be held on: **09:00 – 11:30 on Monday 20 February 2023**
11:00 – 13:30 on Thursday 23 February 2023
09:00 – 11:30 on Tuesday 28 February 2023

If you wish to join one of the tours, have any questions or require further information about this post, please contact Gill Morgan, HR Manager:

Email: gillian.morgan@exmouthcollege.devon.sch.uk

Phone: 01395 255 666