

PRINCIPAL | JOB DESCRIPTION

This is a permanent full-time post, reporting to the Chair of the Governance Board. Key aspects of the Principal's role include:

- being the 'standard bearer' for the vision, values and ethos of NHGS;
- fostering a culture of continuous improvement, underpinned by effective systems and high professional standards, in order to attain excellence in every aspect of the school's provision;
- supporting the governors in the future strategic development of the school.

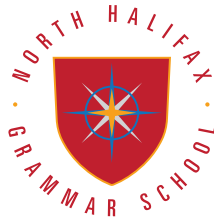
Legal Requirements

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.

Ethics and Professional Conduct

The Principal is expected to demonstrate consistently high standards of principled and professional conduct. They are expected to meet the teachers' standards and be responsible for providing the conditions under which all our teachers can fulfil them. This job description is also underpinned by the Headteacher Standards 2020 - www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers/headteachers-standards-2020. The Principal must also uphold and demonstrate the Seven Principles of Public Life at all times. These are known as the Nolan Principles and form the basis of the ethical standards expected of all public office holders. In addition, the Principal will:

- build relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to their professional position
- show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain
- uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law; serve in the best interests of the school's pupils
- conduct themselves in a manner compatible with their influential position in society by behaving ethically, fulfilling their professional responsibilities, and modelling the behaviour of a good citizen
- uphold their obligation to give account and accept responsibility
- know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities
- take responsibility for their own continued professional development, engaging critically with educational research
- make a positive contribution to the wider education system



Principal Dimensions of the Role

1 | Safeguarding

- Ensuring that NHGS is safe for all students and staff
- Actively promoting the health and wellbeing of all students and expecting all staff and volunteers to share and demonstrate this commitment
- Ensuring that the school complies with any local safeguarding arrangements
- Ensuring that safeguarding policies and procedures are compliant with the current version of Keeping Children Safe in Education (DfE) and that these are fully understood and implemented by all staff
- Actively promoting the safeguarding and wellbeing of students and staff whilst on the school site and when involved in school activities

2 | Cultural and Strategic Leadership

- Communicating a compelling vision for the school and setting high expectations of academic progress
- Working alongside the trustees to develop and translate the vision, ethos and values of the school into clear plans which all stakeholders understand and see their place in
- Leading by example – showing respect, integrity, creativity, resilience, clarity and commitment to the school, our partners, students, parents and our community
- Fostering and supporting a culture of collaboration and shared responsibility, to improve and sustain outcomes for students
- Sustaining wide, current knowledge and understanding of education and school systems locally, nationally and globally pursuing continuous professional development
- Working with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context
- Leading through high expectation, aspiration and innovation, being prepared and able to inspire others, challenge mediocrity, and address underperformance

3 | Teaching, Curriculum and Assessment

Supporting the vice principals in:

- Establishing and sustaining high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how students learn;
- Implementing and evaluating strategies which secure the highest standards of teaching and learning, maintaining a professional learning community focused on sustained improvement in student outcomes;
- Ensuring a broad, structured and coherent curriculum which is continually assessed against its impact on learning and progress, ensuring that formative and summative assessment is fit for purpose and impacting on student progress;
- Monitoring and evaluating classroom practice and standards of teaching to celebrate excellence and challenge underperformance;



- Ensuring the school holds ambitious expectations for students with special educational needs and disabilities and for Pupil Premium students, putting in place effective practices to support them at all levels
- Ensuring a rigorous focus on students' achievement, using data and assessment tools to monitor their progress and challenge underachievement
- Providing a safe, calm and well-ordered environment for all students and staff
- Embedding and sustaining effective systems for the management of student behaviour, including pastoral care and an effective anti-bullying policy
- Ensuring that all students and staff fulfil their potential by encouraging high expectations and appropriate interventions within school, in the context of a broad and balanced curriculum for all

As Principal you will also:

- Implement the school improvement plan in consultation with the trustees.

4 | Managing Staff

- Embody ethical leadership and manage staff with empathy and kindness
- Demanding ambitious standards for all students, overcoming disadvantage, and advancing equality
- Instilling a strong sense of accountability in staff for the impact of their work on students' outcomes
- Ensuring staff have access to high-quality, sustained professional development opportunities
- Identifying emerging talents and coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning
- Providing direction to the senior leadership group so that it can build capacity and deliver sustainable and effective management for the school
- Maintaining a high level of personal visibility across the school, modelling quality for others
- Distributing leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making
- Ensuring that effective appraisal systems and processes are in place
- Maintaining relationships with staff unions and associations, and other organisations representing staff of the school
- Embedding a professional development programme for all staff which meets the needs of the school and of individuals, to improve performance.
- Establishing rigorous, fair and transparent systems and measures for managing the performance of all staff, supporting staff to improve, and celebrating excellent practice.



5 | Managing Resources

- Ensuring the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Welcoming strong governance and actively supporting the trustees to understand their role and deliver their functions effectively
- Exercising strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of students' achievements and the school's sustainability
- Maintaining an organisational and staffing structure which enables effective and efficient operational practice, deploying people and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and financial context
- Preparing, implementing and monitoring the school budget in consultation with the school leadership team and the trustees, and ensuring the secure financial management of the school, including managing change where necessary to achieve this aim
- Determining an appropriate staffing structure for the school and ensuring the appropriate selection and appointment of teaching and support staff
- Championing sustainability across all aspects of school life

6 | Working in Partnership

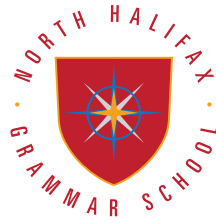
- Ensuring the school remains outward-facing with other schools and organisations in a climate of mutual challenge and support, to champion best practice and secure excellent outcomes for all students
- Developing effective relationships with fellow professionals and colleagues in other public services, to improve academic and social outcomes for all students
- Creating and sustaining partnerships with parents/carers to support and improve student achievement and wellbeing
- Building the reputation of the school and ensuring it is represented positively in the community.

7 | Continuous School Improvement

- Accounting for the efficiency and effectiveness of the school to the governors and others, including students, parents, staff and the community
- Modelling innovative approaches to school improvement, leadership and governance

8 | Health and Safety

- Ensuring the school provides a safe environment for students, staff and visitors and maintains a detailed risk register
- Making arrangements as required for the security, maintenance and effective supervision of the school buildings, contents and grounds
- Managing the site to ensure all health and safety requirements are met in full



The post holder may be required to carry out other duties and responsibilities in keeping with the nature of this post as directed by and agreed with the trustees. Whilst every effort has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail.

Equal Opportunity

NHGS is committed to equal opportunities in employment and welcomes applications irrespective of gender, race, disability, colour, ethnic origin, nationality, sexual orientation, gender identity, marital status, religion, trade union activity, age, and/or medical condition.

Data Protection

The Principal will have responsibility for overseeing compliance with the General Data Protection Regulation (GDPR), in conjunction with the School's Data Protection Officer.

