

Northern Education Trust
Job Description and Person Specification



Executive Principal (Primary)

Job Title:	Executive Principal (Primary)		
Base:	An academy to be agreed with the Chief Executive		
Reports to:	Director of Primary Academies and Chief Executive	Salary Range:	L28 – L34
Service responsibility:	Oversight of a number of academies across the Trust	Salary:	£76,466 - £88,571
Additional:	Regular travel required.	Term:	Permanent

JOB PURPOSE

Reporting directly to the Chief Executive the Executive Principal will work with the Trust Executive Team and academy leadership teams to provide strategic leadership, vision and management of a number of academies within the Trust and have responsibility for the highest quality of education for students.

The Executive Principal will be responsible for the line management of the Principal in each academy they hold responsibility for, carrying out their performance management and holding them to account by clarifying expectations, setting high standards and ensuring objectives are met.

The Executive Principal will represent the Trust to national and regional representatives; e.g. LA Children Services; National and Regional School Commissioners.

JOB SUMMARY

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document, which should be read in conjunction with this document. This job description is based on the National Standards of Excellence for Headteachers (January 2015).

There is an expectation that all Executive Principals appointed to the Trust could be asked to work in any of our academies or schools we are supporting.

Qualities and Knowledge

1. Hold and articulate clear values and moral purpose, focused on providing a world- class education for all students.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards students, staff, Trustees, key internal and external stakeholders, parents, governors and members of the local community.
3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on your own scholarship, expertise and skills, and that of those around you.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.

5. Work with political and financial astuteness, within a clear set of principles centred on the Trust's vision, ably translating local and national policy into the school's context.
6. Communicate compellingly the Trust's vision and drive the strategic leadership, empowering all students and staff to excel.

Students and Staff

1. Demand 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 student' outcomes.
2. Secure excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and students' well-being.
3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. Hold all staff to account for their professional conduct and practice.

Systems and Process

1. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
2. Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing their exemplary behaviour in school and in the wider society.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the local advisory board to understand its role and deliver its functions effectively.
5. Exercise 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.
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

The Self-Improving School System

1. Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all students.
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all students.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.

6. Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of it.

General

1. To participate in wider Trust meetings and working groups as required.
2. To hold responsibility for all areas of delegated authority in the Trust Scheme of Delegation.
3. All staff of the Northern Education Trust will abide by the one academy rule: **'All students and adults are expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people at all times'**.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed:

Date: