



JOB DESCRIPTION: Principal

Contract:	Permanent
Hours:	Full time
Pay Scale:	Depending upon experience
Responsible to:	Chief Executive Officer, TEAM Education Trust

Key Responsibilities

To undertake the duties of Principal in accordance with the Teachers Pay and Conditions Act and other relevant statutory provisions. We will welcome applicants from individuals with the energy, commitment and desire to lead an exceptional learning experience for our young learners at Whaley Thorns.

The Trust has a strong mentor programme and this opportunity may appeal to a new newly qualified head teacher. Equally, there are good opportunities within TEAM Education Trust for a successfully experienced Principal.

The Principal will work with the Local Governing Board and the TEAM Education Trust Executive and Central Team members to embed our shared vision and strategic plan to inspire and motivate pupils, staff, stakeholders and all other members of the school community.

The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers Pay and Conditions Document. In addition the job description should be supplemented by the Headteacher standards.

Core Requirements of the post

The Principal will:

- Ensure the vision and values of the school are clearly articulated, shared, understood, and acted upon effectively by all.
- Work within the school community to translate the vision and values into agreed objectives and operational plans which will promote and sustain school improvement.
- Demonstrate vision and values in everyday work and practice.
- Motivate and work with others to create a shared culture of kindness and positivity.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensure that strategic planning and the school culture and curriculum take account of the diversity, values and experience of the school and community at large.
- Be a member of the senior leadership team and make a significant contribution to the strategic development and direction of the school in line with the School Improvement Plan.
- Play a major role under the overall direction of the CEO in formulating and reviewing the School Improvement Plan, aims and objectives of the school by:
 - Establishing the policies through which they shall be achieved
 - Managing EYFS and KS1 staff and resources, to provide guidance and support to other members of staff to achieve and maintain a good quality of teaching;
 - Monitoring progress towards their achievement.

Managing the Organisation

The Principal will provide effective management of the school and continuously seek to improve organisational structures based on self-evaluation.

The Principal will:

- Take responsibility for safeguarding and promoting the welfare of children. To support the schools safeguarding team to ensure effective staff supervision is in place
- Create an organisational structure which reflects the school's values, and enables the management systems, structures, and processes to work effectively in line with legal requirements.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies, and initiatives.
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality and use of all available resources are monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Use and integrate a range of technologies effectively and efficiently to manage the school.

Leading Learning and Teaching

The Principal has a central responsibility for raising the quality of teaching and learning. This involves high expectations, maintaining and evaluating outcomes and establishing a successful learning culture which all impact on pupils' achievement.

The Principal will:

- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every student's learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- Establish creative, responsive, and effective approaches to learning and teaching.
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrate and articulate high expectations and set stretching targets for the whole school community.
- Implement strategies which secure high standards of behaviour and attendance.
- Determine, organise and implement a diverse, flexible curriculum and implement Assessment for Learning.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Take a strategic role in the development of emerging technologies to enhance and extend the learning experience of pupils.
- Challenge under-performance at all levels and ensure action is taken to secure improvement.

Developing Self and Working with Others

Effective communication and relationships are key to effective headship. The Principal needs to build a professional learning community which enables others to achieve.

The Principal will:

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Develop and maintain effective strategies and procedures for staff induction, professional development, and performance management.
- Ensure effective planning, allocation, support, and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others.
- Regularly review own practice and achievements, set personal targets, and take responsibility for own personal development. Take account of feedback from others.
- Manage own workload and that of others to allow an appropriate work/life balance.
- To advise and assist the governing body as required in the exercising of its functions including attending meetings and making reports;
- To assist liaison and co-operation with Authority officers and support services;
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education;
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression of achievement and curriculum development;
- To assist liaison with other professional bodies, agencies and services;
- To develop and maintain positive links and relationships with the community, local organisations and employers:
- To promote a positive image of the school;
- To ensure that the school plays a constructive role in the life of the community and that its curriculum draws on the nature and resources of that community.
- Provide strategic leadership and coordination to create an outward-facing school across the Trust which work with other schools, partners and key stakeholders, including parents and carers- in a climate of mutual challenge and support – to secure the development of best practice so that all pupils achieve their potential by making good progress from their starting points.

Securing Accountability

With values at the heart of leadership, the Principal has a responsibility to the whole school community and is accountable to a range of groups particularly pupils, parents, carers, Governors, and the LA.

The Principal will:

- Take responsibility for establishing and monitoring the systems and culture of the school to promote and safeguard the welfare of young people.
- Fulfil commitments arising from contractual accountability to the Governing Board.
- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood, and agreed and are subject to rigorous review and evaluation.

- Work with the Governing Board (providing information, objective advice, and support) to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of attainment and for achieving efficiency and value for money.
- Reflect on personal contribution to school achievements and take account of feedback from others.
- Develop and present a coherent, understandable, and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- To provide information to the CEO/Director of Education & Development to enable them to meet their responsibilities for securing:
 - Effective teaching and learning;
 - High standards of achievement;
 - Efficiency and good value for money;
 - To co-ordinate and ensure implementation of transition for new pupils into Nursery and Reception.

Strengthening Community

The Principal should engage with the internal and external school community to secure equity and entitlement and collaborate strategically and operationally with a wide range of partners to bring positive benefits.

The Principal will:

- Build a school culture and curriculum which takes account of the richness and diversity of the school's communities.
- Ensure learning experiences for pupils are linked into and integrated with the wider community.
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional, and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Seek opportunities to invite parents and carers, community figures, businesses, or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operate and work with relevant agencies to protect children.
- Create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment

Other

- To understand and comply with the County Council's Equal Opportunities Policy;
- To comply with the school's Finance Policy and ensure Financial Regulations are adhered to;
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and safeguarding policy adopted by the school;
- To undertake training as appropriate;
- To comply with all Health and Safety policies and legislation and specifically to take reasonable care of him or herself and other persons who may be affected by their acts of omissions at work (Health & Safety Act 1974) and, other relevant employment legislation and school policies;
- Comply with Equal Opportunities policy of the school;
- To maintain General Data Protection Regulations and confidentiality at all times;
- To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the post;
- Attend and participate in school-based INSET as required by the Principal and such training as may be appropriate for the effective fulfilment of the post;
- Demonstrate initiative and the capacity to work independently and to self-directed schedules;

- To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the post.
- May be required to undertake any other reasonable duties appropriate to the role as instructed by the Trust.

Whole School Ethos

- Establish a safe and purposeful learning environment;
- Initiate, contribute to, or respond in a timely manner with respect to child safeguarding procedures;
- Provide advice and guidance to others on the development of practices leading to the wellbeing of pupils;
- Support and encourage support staff participation through effective deployment and consultation;
- Make effective use of all resources, including ICT and personnel;
- Contributes towards the School's Vision and Values, particularly promoting the careers, enterprise and developing positive outcomes for all our learners;
- Understands and works to the expectations set out within the Trust/school policies;
- Use the performance management process to drive school improvement through the raising of standards of teaching and learning;
- Promote the wider aspirations of the school.

Safeguarding and Child Protection

- To be Designated Safeguarding Lead for school and have responsibility for safeguarding matters
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and safeguarding policy adopted by the school
- Has up to date knowledge of relevant legislation and guidance in relation to working with and the protection of young people;
- Displays commitment to the protection and safeguarding of young people;
- Values and respects the views and needs of young people;
- Is willing to work within organisational procedures and processes and to meet required standards for the role;
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children.

The postholder will comply with Health and Safety requirements and specifically will take reasonable care of him/herself and other persons who may be affected by his/her acts or omissions at work (Health and Safety at Work Act 1974), and other relevant employment legislation and school's policies.