

Job Description

Title:	Principal
Salary Grade:	Leadership Group L33-L40
Responsible to:	The Governing Body of the School
<p>The Principal will be accountable to the Governing Body and will carry out any such duties as may be reasonably required by the Governing Body.</p>	
Responsible for:	<ul style="list-style-type: none"> • All students educated at the school; • All staff employed to work at the school; • All premises, financial resources and equipment belonging to the school.
<p>Key Areas of responsibility:</p> <p>The core purpose of the Principal's role is to provide professional leadership and management of the school that will promote a secure foundation from which to achieve continual improvement and high standards in all areas of the school's work.</p> <p>This job description references the National standards of excellence for Headteachers (January 2015).</p> <p>1. <u>Qualities and Knowledge</u></p> <p>The Principal will work with the Governing Body and staff to develop and implement a multi-year vision and strategic plan for the school. This should be informed by awareness and evaluation of new thinking and best practice both locally and elsewhere in the UK.</p> <p>Main Tasks:</p> <ul style="list-style-type: none"> • Ensure that staff, governors and key stakeholders are aware of the vision and how it affects their role; • Lead in translating the vision into agreed operational plans which will promote and sustain continual school improvement; • Establish high expectations, and promote a culture and ethos which is both challenging and supportive for the whole school community; • Promote a school ethos which extends opportunities for learning and encourages extra-curricular activities; • Motivate, support, challenge and develop staff and assist in managing their workload to achieve the school's vision and goals; 	

- Regularly review your own practice, set personal targets and take responsibility for your continuing professional development;
- Build and maintain effective relationships with parents, carers, partners, the community and business to enhance the education and wellbeing of all students. Seek opportunities to invite them into school and involve them in its activities;
- Promote, foster and sustain a school culture and curriculum based on school values which take account of the richness and diversity of the school communities.

2. Students and Staff

In this school the search for excellence is expressed in teaching, learning and the development of all students into caring, responsible and effective citizens.

Main Tasks:

- Promote inclusion and diversity;
- Maintain an environment that promotes and secures good teaching, effective learning and high standards of achievement and behaviour;
- Ensure that quality of learning is at the centre of the organisation and management of the school;
- Ensure a consistent and continuous school-wide focus on students' achievement;
- Promote creative, responsive and effective approaches to teaching and learning, which encourage all students to be motivated, engaged and successful;
- Encourage the appropriate use of new and emerging technologies to enhance and extend the learning experience of all students;
- Promote creativity, innovation and the use of new technology in striving for excellence;
- Promote a culture that encourages every student to become self-confident, effective, enthusiastic and an independent learner;
- Deliver a curriculum which is broad, balanced, diverse, meets statutory requirements and aims to allow each student to maximise his or her full potential;
- Create an environment that encourages ideas and contributions from staff and values the achievements of individuals and teams;
- Continue to develop an organisation in which all the staff recognise that they are accountable for the success of the school;
- Build and maintain positive and effective relationships.

3. Systems and Process

Main Tasks:

- Monitor and evaluate the performance of the school, responding and reporting to the Governing Body as required;
- Provide an inspiring and purposeful leadership for the staff and students, and maintain a positive and disciplined educational environment;
- Ensure that the management, organisation, finances and administration of the school support its vision and strategic plan;
- Carry out day-to-day management, organisation and administration;

- Maintain and develop an effective assessment, recording and reporting system, using data and appropriate benchmarks to monitor progress in every student's learning;
- Lead the recruitment of high-quality staff and ensure via an effective induction process that they quickly maximise their contribution to the school;
- Develop and implement a staffing structure which supports effective line management and delegation of tasks, responsibility and leadership;
- Manage the work of the senior and middle leadership teams, delegating appropriate tasks and ensuring the support required for each member's continual professional development is in place;
- Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of teachers, including those of the Headteacher;
- Act quickly, sympathetically and decisively in cases where the performance of staff members gives rise to concern;
- Promote and develop good management practice, positive staff participation, effective communication and clear procedures;
- Ensure that the systems for performance management and professional development lead to the maintenance of the highest standards and to a professional learning culture for all staff;
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities;
- Ensure that structures and processes take account of all legal requirements;
- Manage financial and human resources effectively and efficiently to meet the school's objectives;
- Ensure that the use of resources is monitored, evaluated and reviewed to improve the quality of education for all students;
- Seek to provide an attractive environment that stimulates learning;
- Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including governors, the LA, the local community, Ofsted and others to enable them to play their part effectively;
- Ensure that parents/carers are well informed about the curriculum, attainment and progress and about the contribution they should make in supporting their child's learning and thus towards the school's targets for improvement;
- Provide information in open and transparent ways, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money;
- Encourage simplicity.

4. The Self-improving School System

Main Tasks:

- Work with other agencies for the well-being of all students and their families;
- Collaborate and network with senior staff at other schools to establish best practice and improve outcomes;
- Contribute to the school-led system as both a receiver and giver of support;
- Actively seek, listen to, reflect on and act on community feedback.

5. Safeguarding Children and Safer Recruitment

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

Main Tasks:

- Ensure that the policies and procedures adopted by the Governing Body are fully implemented and followed by all staff;
- Ensure sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children;
- Create an environment where all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children and where such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing practices.

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions as they relate to Headteachers.

Employees of the school have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.