

Job Description: Principal



Date	May 2025	Salary Grade:	L1 – L8 (Inner London)
Accountable to	Principal/CEO	Hours per week	Full time
In liaison with	SLT		

General Requirements: You are required to carry out all general, particular and professional duties as set out in the School Teacher’s Pay and Conditions of Employment Document 2024. These duties must be carried out in accordance with the National Curriculum requirement, the aims of the school and Trust policies.

Purpose of the Post

1. Assist Principal in all aspects of the leadership and management of the school
2. Develop and manage a comprehensive range of services to meet the curriculum needs of our students
3. CPD and Monitoring of standards of Teaching and Learning
4. Ensure the school operates in an efficient and effective manner
5. Oversee exams and assessment
6. Support with timetabling and the effective deployment and management of staff

Curriculum

- Develop the curriculum entitlement for all pupils, ensuring the curriculum is ambitious, and that the school is clear on what pupils learn, in what sequence and the rationale for this.
- Establish curriculum leadership, ensuring subject leaders have relevant expertise and access to professional networks and communities.
- Ensure the school’s curriculum is kept up to date and in line with requirements and is embedded within the school.

Standards of Teaching and Learning

- Support the training and development of teaching staff to improve the quality of teaching and raise the level of challenge in lessons.
- Track and monitor the quality of teaching across the school and implement necessary interventions to ensure lesson routines and pedagogy are of a consistently high standard.
- Identify models of best practice and disseminate effectively across the school.

- Use of a range of tools to raise standards of teaching, including, support plans and capability processes where needed.
- Maintain a teaching timetable and teach each outstanding lessons that motivate, inspire and improve student attainment.

Operations

- Support the Principal in ensuring the smooth operation of the school through the consistent application of school policy and procedures
- Oversee the operational running of the school including managing the school calendar.
- Oversee school events and trips ensuring that process is being followed including risk assessments and communications.
- Support the Principal in the organisation of cover and staff absence.

Exams and Assessment

- Effectively lead the assessment of students to support progress including the assessment calendar and whole academy assessment approach which includes effective assessment systems at all levels

- Oversee examination and progress documentation and presentations including external examination results analysis and the analysis of the formative assessment data captures to evaluate impact and secure improvement moving forwards.
- Ensure that data and predictions are reliable, transparent and clearly understood by all stakeholders.

Timetable and Staff Management

- Support the Principal with strategic timetabling.
- Support the Principal with recruitment and effective deployment of staff.
- Ensure there is an effective teacher development programme, adhering to the Early Career Framework for early career teachers.

Safeguarding

- Ensure that the school is safe for all students and staff and promote the safeguarding of students when involved in school activities and trips.
- Promote the wellbeing of all students, ensuring all staff and volunteers share and demonstrate this commitment.
- Ensure that the school complies with any local safeguarding arrangements.
- Ensure that safeguarding policies and procedures are compliant with the current version of KCSIE and that these are fully understood and implemented by all staff.

Any Other Duties

- Undertake any task to support the safe daily functioning of the Trust to support the school as requested by the Principal, CEO and Board of Trustees.

Signed _____

Date _____

