

## PRINCIPAL

### JOB DESCRIPTION

#### Leadership & Management

Working with the CEO, Executive Principal and as part of the Executive Team, support the strategic leadership of our schools.

To deliver the vision, ethos and policies of the Trust and promote high levels of achievement throughout the school and the Trust's schools.

Work to ensure the strategic objectives of the Trust and its committees are fulfilled effectively.

To leverage the experience and expertise of the Executive Principal to ensure continuous improvement and ongoing support as required.

To have responsibility for producing and maintaining an effective school evaluation and associated improvement plans.

Undertake regular reviews of the school's performance using national and top quintile benchmarking data.

To have responsibility for the day-to-day management and performance of the school.

Ensure that a strong culture of safeguarding is established from the outset and in accordance with the Trust's Safeguarding policy.

Ensure that all staff are aware of their responsibilities through regular and effective staff training, which takes account of current legislation.

To ensure all aspects of policies are adhered to and implemented.

Develop, maintain and innovate a curriculum based on the Trust's principles of Fun, Creativity and Achievement.

To work effectively in partnership with the Local Governing Body

## **Teaching, Learning & Assessment**

Create an ethos and provide educational vision and direction around teaching, learning and assessment for the school that secures continuous improvement.

In partnership with the other leaders in the school, monitor the quality of teaching, learning and children's achievements, including the analysis of performance data.

Give appropriate support to all pupil groups to ensure they make substantial academic and non-academic progress.

Produce updates as required by the Local Governing Body, Trust committees, Executive Principal, CEO and Trust Board on the quality of teaching and children's achievements; including analysis of performance data.

## **Leading and Managing People**

Lead by example, to ensure that all those involved in the school and employed by the Trust are committed to its ethos and values. That they are motivated to achieve them, and involved in meeting long, medium- and short-term objectives, as well as the targets which secure the educational success of the school.

Lead by example as a role model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment.

Lead in partnership with the Local Governing Body all recruitment below the level of Senior Leadership, ensuring the Trust's safer recruitment processes are fulfilled at all times.

Working with other leaders in the school, effectively manage the performance of all staff, providing regular feedback on strengths and areas of improvement, as well as ensuring pay rewards are in line with performance and the pay policy.

Ensure CPD is planned and delivered for all employees. Create a learning culture, where staff reflect on their practise and seek CPD and ongoing improvement.

Promote a relationships-based culture, where well-being for all is central to the school's ethos

Show commitment to the extra-curricular activities of the school.

Ensure the school effectively develops and maintains a positive and constructive partnership with parents and the local community.

### **Resource Management**

To work with the Finance Director to ensure on a monthly basis that the school's budget is being spent in a timely and affordable manner, and in accordance with the Trust's financial policies.

Be aware of, and respond appropriately to any health and safety issues raised by members of the team.

Adopt and embed the Trust's Compliance Strategy effectively to ensure the Trusts and school's health and safety obligations are fulfilled.

Ensure the Capital Plan for the school is maintained in accordance with Trust Policy.

Ensure the school's breakfast and after school club provision is highly effective, well attended, popular with all stakeholders and profitable over time.

Ensure that the school's systems, organisation and practices are well considered, efficient and fit for purpose.

Work with senior colleagues to deploy, develop and retain all staff effectively, in order to improve the quality of education and raise standards of all pupils.

Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring that there is a clear delegation of tasks and devolution of responsibilities.

Contribute to Trust policies, ensuring that they take account of national, local and school data including inspection and research findings.

Arrange for the security and effective supervision of the school building, contents and grounds, ensuring effective working relationships with external agencies and services contracted to the school.

Manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, pupils' achievements, ensure efficiency and secure value for money.

### **Additional duties**

Carry out any reasonable duties required by the Local Governing Body, Executive Team, Executive Principal, CEO and Trust Board over and above those listed above, in order to promote the ethos and profile of the school and ensure the well-being of its pupils and staff.

To stay up to speed with best practice nationally, by ensuring that you plan time for your own CPD.