



Principal

Leadership 29 to 35

Trust Mission Statement

Our mission is to create high quality educational opportunities for all children and young people across the partnership by developing a strong collaborative and co-operative model through which we encourage autonomy, share best practice, enhance the professional aspirations of our staff and ensure the safety and well-being of all pupils and staff.



Job Purpose

The Principal will be responsible for professional leadership and management of the school and will establish a culture that promotes excellence, equality and high expectations of all students.

The Principal will set and deliver the strategic direction of the school and seek to constantly improve the outcomes and education for the students.

The Principal will also be responsible for maintaining a positive profile of the school within the community and establish an excellent reputation.

Relationships

The post holder will report directly to the Director of Schools and ultimately be accountable to the Chief Executive Officer.

The Principal will also develop and maintain key relationships with:

- **Students** – The Principal will establish positive relationships with students and ensure that they are someone that students can aspire to. The Principal will have the students wellbeing and safeguarding at the centre of every decision they make.
- **Parents/Carers** – Build and maintain positive working relationships with parents, be visible and trustworthy.
- **Senior Leadership Team** – provide excellent leadership to the Senior Leadership Team at the school and support them in playing a vital role in the development of the school.
- **Teaching & Support Staff** – The school has a varied and wide range of roles to support the day to day running from Teachers to Cleaners. The Principal will ensure that each and every member of staff feels valued and foster the commitment and nurture professional relationships for the good of the school. The Principal will be transparent and inspire staff to be involved in developing and delivering the vision for the school.
- **Local Advisory Board Members** – Develop positive working relationships with the schools Local Advisory Board members to ensure that the appropriate professional challenge can be put in place.
- **Central Team Staff Members** – The Trust's Central Team is compiled with a number of professionals to include Human Resources, School Improvement and Estates Management. The Principal will develop close working relationships with the central team to support the running of the school.
- **Wider Head Teacher Group** – The Trust have a Head Teacher/Principal committee that takes place once per month, it is an excellent opportunity for Head Teachers within the Trust to network and support each other and the work of the Trust.
- **External Colleagues** – The Principal will need to develop relationships with a wide range external stakeholders

BEP Employee Responsibilities

- Truly support the mission statement, values and ethos of the Trust – demonstrate and role model this commitment in everything that you do to students and colleagues;
- Make safeguarding children a priority;
- Understand and comply with relevant policies and procedures, including (not exhaustive) those relating to:
 - Child protection
 - Health, safety and security
 - Code of Conduct
 - Whistleblowing
 - Confidentiality and data protection
- Be aware of and support difference and ensure equal opportunities for all;
- Commitment to develop own professional skills;
- Work co-operatively as part of an immediate and wider team to aid effective working practices and a good quality education to the children and students within our Trust
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.



Specific Responsibilities

Safeguarding:

- Ensure that safeguarding is at the centre of all aspects of the work of the school
- Be responsible for ensuring that the necessary statutory safeguarding processes are in place and embedded into the culture and working environment of the school
- Hold all staff to account with regards to all aspects of safeguarding and ensure that clear messages and communication is in place with regards to the development and maintenance of a safeguarding culture
- Co-operate and work with relevant agencies to safeguard children

Strategic Leadership:

- Work under the guidance of the Director of Schools to develop the shared vision and strategic plan for the school, which is responsive to the community it serves
- Implement the vision and strategic direction so that it is understood and acted upon by all stakeholders
- Ensure that the strategic plan is underpinned by sound financial planning which identifies priorities and targets for ensuring that pupils and students achieve high standards and make progress, increasing teachers' effectiveness and secure school improvement
- Ensure that the management, finance, organisation and administration of the Academy are efficient, effective and deliver value for money, work closely with the Finance Manager to ensure that the school budget and spend is on track
- Ensure the aspirations, achievement and attainment of our students is raised through the fostering of an inclusive, sustainable and innovative lifelong education environment that provides high quality teaching
- Ensure the Academy achieves its performance targets and has a clear vision and goal for how it will achieve the targets moving forwards
- Effectively market and promote the school to a range of audiences
- Secure the commitment of parents and the wider community to the vision and direction of the school
- Work with all stakeholders to generate enthusiasm and commitment
- Challenge, motivate and empower others to attain ambitious outcomes

Teaching & Learning:

- Ensure that outstanding teaching and learning is the primary objective for all staff
- Monitor and evaluate the quality of teaching and standards of learning and achievement of all students, including those supported through enhanced resources, in order to set and meet ambitious targets for improvement
- Lead, motivate, support, challenge and develop staff to secure improvement
- Develop a curriculum that promotes outstanding literacy and numeracy skills while ensuring that the needs, interests and aspirations of individual students are addressed
- Ensure that effective, appropriate pastoral support is available to students
- Ensure that the academy complies with the statutory requirements that promote equal opportunities for all
- Build upon the effective partnership with parents to support and improve students' achievement
- Ensure appropriate enrichment opportunities are provided and available to students across all year groups

Leading & Managing Staff:

- Lead, motivate, support, challenge and develop staff to secure improvement
- Maximise the contribution of staff to improve the quality of education provided
- Develop effective and transformational leadership and management across the academy
- Implement a positive performance management culture in line with the Trust Policy
- Acknowledge the responsibilities and celebrate the achievement of individuals and teams
- Develop the reputation and excellent working environment to ensure that the school can recruit and retain high quality staff
- Manage, monitor and review the range, quality, quantity and use of all available resources in order deliver and improve the quality of education to our students
- Ensure that staff resources are efficiency deployed and secure value for money and maximise the potential of high quality education
- Ensure clear delegation of tasks and responsibilities, so that teams and individuals undertake effective planning, allocation, support and evaluation of work
- Motivate and inspire the whole staff team, developing excellent, professional working relationships
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities

Developing Self and Working with Others:

- Regularly review own practice, set personal targets, and take responsibility for own personal development
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance reviews in line with Trust policies and procedures
- Treat people equitably and with dignity and respect to create and maintain a positive culture across the school and Trust
- Acknowledge responsibilities of others, recognise skills and talents and celebrate achievements of teams and individuals
- Manage own workload and that of others to allow an appropriate work/life balance.
- Foster excellent relationships with local and national professional partners in order that students and staff may benefit from the development they offer

Securing Accountability:

- Create and develop an organisation in which all the members of the school recognise that they are accountable for the success of the school
- Be accountable to the Director of Schools and Trust Board
- Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences
- Work with the Local Advisory Board, providing information to enable it to meet its responsibilities
- Work with the Trust to implement the Trust's strategic objectives at school level
- Promote an ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Ensure individual staff accountabilities are clearly defined, understood, agreed, and subject to rigorous review

Strengthening Community:

- Collaborate with other agencies to promote the academic, spiritual, moral, social, emotional and cultural well-being of children and their families

- Ensure learning experiences for children are integrated with the local and wider communities
- Create and maintain an effective partnership with parents and carers to support and improve children's achievement and personal development
- Actively engage with parents and carers, community figures, businesses and other organisations to enrich the Academy and its value to the wider community



The Person

