



## **The de Ferrers Trust**

Work **hard**, Be **kind**, Choose **wisely**

# **The de Ferrers Trust Job Description and Person Specification**

Post Title:	Executive Principal
Grade:	L18 – L22
Accountable to:	Chief Executive Officer



## ROLE OVERVIEW:

This job description should be read alongside the range of duties and responsibilities of Headteachers as set out in the annual Teachers' Pay and Conditions Document.

The post holder will need to agree major objectives with the Chief Executive Officer of The de Ferrers Trust. These objectives will, however, include:

- To be accountable to the Chief Executive Officer for all aspects of academy leadership and management.
- To be responsible for all aspects of the life of the academy and its place within the community.
- To maintain a suitable and positive ethos within the academy.
- To maintain a strong team and strong partnerships with all stakeholders.
- To implement all Trust systems, policies and procedures.
- To implement the Trust and Academy Improvement Plans.
- To provide leadership and strategic direction to the academy and the wider educational community by:
  - Delivering a high-quality education for pupils.
  - Ensuring high standards and high expectations from pupils, staff and the community.
  - Developing collaborative links with other academies, academies and the wider education community.
  - Recruiting, developing and retaining high-calibre members of staff.
  - Build leadership capacity building on succession planning.

## KEY ACCOUNTABILITIES:

### MAIN DUTIES

- Provide effective leadership and management to a group of academies in the Trust.
- Drive Trust-wide improvement priorities.
- Ensure that the academies in the trust are delivering high-quality provision and securing the best outcomes for pupils.
- Promote a culture of unity and collaboration among the schools in the trust.

### STRATEGIC LEADERSHIP

- Embed our shared vision across the Trust, ensuring that it is understood by staff and parents.
- Develop and review the Trust's strategic plan, ensuring that key objectives are used to develop academy improvement plans.
- Review and monitor progress of academy improvement plans and self-evaluation forms, providing necessary challenge, in order to achieve a sustained focus on the strategic objectives.
- Build positive and respectful relationships with stakeholders and the wider community.

### MANAGING THE ORGANISATION

- Line manage senior leaders, providing effective support and challenge to help them secure best outcomes for pupils.

- Carry out performance management in line with the Trust's procedures.
- Support with managing the Trust's budget and resources.
- Support with developing and implementing Trust-wide policies.
- Allocate financial resources appropriately, efficiently and effectively.
- Develop and retain high-quality staff through effective professional development and performance management.
- Establish clear and open lines of communication with all stakeholders.
- Monitor staff wellbeing and workload and implement strategies to promote a healthy working environment.
- Operates within the required regulatory frameworks and meets all statutory duties.
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care.
- Work successfully with other academies and Trusts
- Maintain effective relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

## TEACHING AND LEARNING

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- Develop and implement a broad and balanced curriculum that meets the relevant statutory requirements.
- Establish and sustain high-quality teaching across all subjects and phases, based on evidence.
- Have ambitious expectations for all pupils, including those with special educational needs (SEN) and disabilities, and promote an inclusive culture that enables all pupils to access the curriculum.
- Establish curriculum leadership, including developing subject leaders with relevant expertise and access to professional networks and communities.
- Promote a culture that encourages collaboration, where best practice is shared in order to secure the best outcomes for pupils.
- Ensure valid, reliable and proportionate approaches are used to assess pupils' knowledge and understanding of the curriculum.

## SAFEGUARDING

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- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, PREVENT, and our safeguarding and child protection policies).
- Work with the Designated Safeguarding Lead (DSL) and our Trust Safeguarding Manager to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils.

## CORPORATE RESPONSIBILITIES

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- Show support for and uphold our ethos, value, all policies and procedures.
- Promote high standards in attendance, punctuality and appearance adhering to our Staff Code of Conduct.
- Act with professionalism, integrity at all times, promoting the Trust values.

- Comply with any reasonable request from the Chief Executive Officer to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.
- Comply with data protection legislation and follow the principles of GDPR.
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy.
- Promote a work environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

## PERSON SPECIFICATIONS: EXECUTIVE PRINCIPAL

Education & Qualifications	Essential	Desirable
Must fulfil at least one of the following requirements: <ul style="list-style-type: none"> <li>Serving or returning Headteacher or Executive Headteacher</li> <li>Holder of NPQH</li> </ul>	✓	
An outstanding and proven leader of academy improvement.	✓	
Teaching qualification.	✓	
Leadership		
An innovative leader, with a clear understanding of education opportunity and how it can be translated into practical reality	✓	
An existing Principal with a proven track record of managing change quickly and effectively	✓	
An outstanding, collaborative leader with the ability to forge positive relationships in order to promote the success of the academy	✓	
An enthusiastic leader, committed to ensuring the best possible outcomes for students and the community with the academy serves	✓	
Someone with the ability to build a sustainable workforce of high-quality staff and leaders	✓	
Someone who can provide clear direction and shared purpose for all pupils, staff and stakeholders	✓	
Communication Skills		
A commitment to working positively with all stakeholders and partners.	✓	
An excellent communicator who is at ease with all stakeholders but particularly colleagues, pupils and parents.	✓	
Someone who has very strong negotiation skills and the ability to influence others to the benefit of the Trust.	✓	
Experience and Knowledge		
An ability to drive and deliver transformational and cultural change.	✓	
A clear understanding of what constitutes a good academy and what needs to be done to make it outstanding and how this can be interpreted into practical development plans.	✓	
A deep knowledge and clear understanding of educational legislation, the statutory framework for education, innovation and developments.	✓	
Management of Finance, Personnel and Resources		
A proven ability to successfully manage all resources effectively.	✓	
The ability to motivate staff to ensure high performance.	✓	
The ability to translate a visionary/innovative concept into a practical implementation plan.	✓	
Personal Attributes		
An ability to use the full range of leadership skills and qualities including emotional intelligence as appropriate to the situation.	✓	
An enthusiastic and motivational leader with strong morale building skills.	✓	
The ability to drive forward change very often in very challenging circumstances.	✓	

Someone who is resilient and determined but can also provide support, demonstrate empathy and deal with staff in a sensitive and considerate manner.	✓	
A personal commitment to inclusion and diversity to ensure the maximum benefits for students and equality in employment and service delivery matters.	✓	
Provide clear direction and shared purpose for academy leaders, pupils, staff and stakeholders.	✓	
Demonstrates emotional intelligence.	✓	
A strong commitment to personal development for all staff including themselves.	✓	
Evidence of a commitment to promoting the welfare and safeguarding of children and young people.	✓	
<b>Commitment</b>		
Committed to the Trust values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust.	✓	
Committed to supporting the Christian Distinctiveness of the academy	✓	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	✓	
Committed to own continual professional development.	✓	
<b>Other</b>		
Ability to travel to other Trust sites.	✓	
Is fluent in the use of the English language.	✓	
<p style="text-align: center;"><i>Note:</i></p> <p><i>In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:</i></p> <ul style="list-style-type: none"> <li>• <i>Motivation to work with children and young people.</i></li> <li>• <i>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</i></li> <li>• <i>Emotional resilience.</i></li> </ul>		