

# EXECUTIVE PRINCIPAL

## Primary Education

Substantial and generous salary package based on experience and expertise +  
Performance Bonus + Private Medical Insurance + Harris Benefits including  
relocation allowance where necessary

To arrange a confidential discussion about this post with Sabeena Hasan,  
Primary Director, or to arrange a visit, please contact Harry Bond, Head of  
Talent via e-mail: [harry.bond@harrisfederation.org.uk](mailto:harry.bond@harrisfederation.org.uk)

Please visit the Harris Careers website to make your  
application online before the closing date.



# Job Purpose

To provide professional leadership in securing the success of both academies, ensuring high quality education for all students and excellent standards of learning and achievement.

The Executive Principal is the leading professional for a group of Academies. Working either with a single Governing body across academies or separate Governing Bodies and the Harris Federation, the Executive Principal will provide leadership and direction to ensure an outstanding quality of education. The Executive Principal is responsible for the continuous improvement in the quality of education; for raising standards; for ensuring equality of opportunity for all; for the development of policies and practices; and for ensuring that resources are efficiently and effectively used to achieve aims and objectives. The Executive Principal should also secure the commitment of the wider community by developing and maintaining effective networks with, for example, other schools, higher education institutions, employers, careers services and with the Harris Federation. The Executive Principal is responsible for creating a productive, disciplined learning environment and for the day-to-day running, management, organisation and administration of the academies.

## **Core Purpose of the Executive Principal**

In addition to the Conditions of Employment for Principals laid down in Part 9 of the School Teachers' Pay and Conditions Document 2008 (section 2, paragraph 57 to 64), to provide strategic leadership and hold overall accountability for direction, standards achieved and quality:

- Working with our academies to provide the leadership, management support and challenge which enables the Federation to give every pupil high quality education, and which promotes the highest standards of achievement.
- Secure the long-term success of the academies within the Federation by maximising potential through the skills and resources held within the academies.
- Build leadership capacity across the Federation.
- Through the highest level of professionalism and integrity, represent the core values of the Federation both locally and in a national forum.
- To performance manage academy Principals as required.
- To quality assure and improve teaching, learning and outcomes.
- To work in partnership with the Harris Primary Academy Consultant team ensuring their development and impact is maximised. To become the Interim Principal in any one of our academies at short notice and in times of emergency in order to provide continuity
- To lead the set-up of new schools as directed by the Primary Director.
- To undertake all other tasks reasonably assigned by the Director of Primary Education and the Harris Federation CEO.

# Main Areas of Responsibility

## **Creating the future of the Primary academies in the Federation**

- Working with all stakeholders to implement the strategic vision for the Federation and promote that vision, values and ethos to Principals, pupils, staff, Governors, parents and the wider community.
- Motivate others to achieve excellent outcomes through distribution of leadership through teams and individuals in each academy and across the Federation.
- Work to build the capacity of the group through coaching, mentoring and training of colleagues.

## **Leading teaching and learning/working through other leaders to**

- Drive a consistent Federation-wide focus on pupils' achievement, using data and benchmarks to monitor progress.
- Ensure creative, responsive and effective approaches to learning and teaching.
- Deliver high expectations and challenging targets for each academy community.
- Monitor, evaluate and review delegated academy's practice and promote effective improvement strategies.
- Rigorously tackle under-performance at all levels.
- Provide inspiration and strong strategic leadership to the teaching teams to ensure the academies deliver the highest standards of learning across the board.
- Create a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.

## **Developing self and working with others**

- Ensure academies develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- Promote and maintain a culture of high expectations.
- Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support.
- Play an integral leadership role in our core team by supporting and challenging Consultants and by modelling best practice.

## **Managing the organisation**

- Ensure evidence-based improvement plans and policies promote continuous school improvement linked to each Academy's SEF.
- In partnership with Principals, develop effective relationships and communications which underpin a professional learning community that enables everyone in the academies to achieve.
- Put in place effective team communication mechanisms to ensure that all staff are involved in the Federation/academies' development plans.
- Promote and support the appointment of excellent staff at all levels.
- Develop effective organisational and management structures for each academy and seek ways of improving organisational structures and functions based on rigorous self-evaluation.
- Work in partnership with Principals to use and integrate a range of technologies effectively.
- Work in collaboration with the central Federation IT team to ensure our primary academy IT model is understood and delivered.

### **Accountability in each academy and the Federation**

- Create and develop an organisation in which all staff recognise that they are accountable for the success of the academy and the Federation.
- Take responsibility for the performance of a designated group of schools.
- Ensure the presentation of a coherent and accurate account of each academy's performance in a form appropriate to a range of audiences.
- Combine the outcomes of regular academy self-evaluation with external evaluations in order to further improve the academies.

### **The academy buildings and site**

- Support Principals to maximise the potential of the sites to provide stimulating learning environments and community facilities.
- Develop a vision to improve the academies' premises through consultation with the Federation officers and academy Principals.

### **Data protection**

- It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the Data Protection Act 1984 for the security, accuracy and significance of personal data held on such systems.

### **Health and safety**

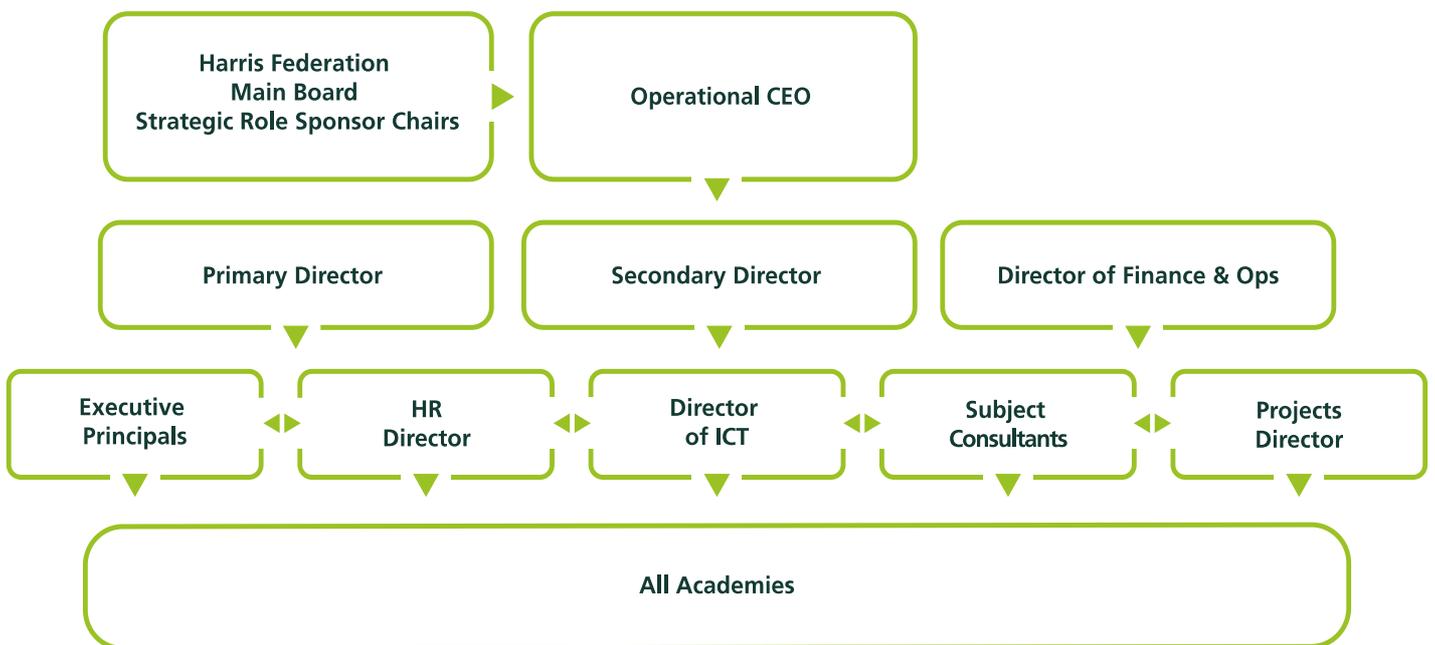
- Employees are required to work in compliance with the Federation's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the academy.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environments, including information, training and supervision necessary to accomplish those goals.



# Harris Federation Central Team

Harris provides its academies with a range of high quality, low cost central services. Working out of our offices close to East Croydon Station, some 180 staff provide the following services to the Harris academies:

- Educational consultancy/advisory support
- Financial management and control
- Human resources services and talent management
- Project management – academy conversion, consultations and building projects
- ICT – HarrisNet
- Data management
- Legal advisory services



Attributes	Description	Desirable
<b>Qualifications</b> (1, 4)	<ul style="list-style-type: none"> <li>• Qualified Teacher Status, Degree, Further relevant professional studies</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant Further Degree or NPQH</li> </ul>
<b>Experience</b> (1, 2)	<ul style="list-style-type: none"> <li>• Serving or returning Principal</li> <li>• Substantial and successful experience at Principal level in maintained primary education</li> <li>• Proven track record in improving outcomes</li> <li>• Experience of successful delivery against agreed strategic plans.</li> <li>• Ability to articulate clear visions for the Federation and its development over the next three years.</li> <li>• An understanding of and desire to lead at a system level</li> <li>• An understanding of working with a culturally diverse community</li> <li>• Vision for strategic leadership across more than one school</li> <li>• Leadership in curriculum development and in monitoring and evaluation strategies</li> <li>• Proven track record of raising attainment in an urban, multi-ethnic environment</li> <li>• Good understanding of inclusion</li> <li>• Leadership in staff development</li> <li>• Successful experience of budget management</li> </ul>	<ul style="list-style-type: none"> <li>• Management experience in more than one school, leadership in pastoral and curriculum development</li> <li>• Successful experience of raising the attainment of a range of ethnically diverse students</li> <li>• Working with a school in challenging circumstances</li> <li>• Involvement with academy specialisms.</li> <li>• Creation of strong links with the local community</li> </ul>
<b>Knowledge, Skills &amp; Abilities</b> (1, 2, 3, 5)	<ul style="list-style-type: none"> <li>• Thorough knowledge and understanding of current curriculum developments and how pupils learn</li> <li>• Understanding of principles and demonstrable application of school improvement and school effectiveness</li> <li>• Demonstrable ability to plan strategically, to lead, motivate, develop and inspire staff, and to manage change</li> <li>• Demonstrable commitment to equality of opportunity and inclusive education</li> <li>• Knowledge and understanding of principles and practices of performance management for all staff within an academy setting</li> <li>• High-level ability to analyse and interpret pupil performance data and set challenging but realistic targets.</li> <li>• Excellent understanding of how children learn and ability to evaluate and coach for outstanding teaching methods.</li> <li>• Track record of accessing, monitoring and evaluating the quality of teaching standards and the delivery of a vibrant curriculum across the board</li> <li>• Knowing how to monitor a group through use of Data and KPI's</li> <li>• Evidence of a strong knowledge of the current major curriculum issues, legislative changes and their significance for the management and leadership of a primary academy.</li> <li>• Successful experience and understanding of the Ofsted process.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of issues related to urban schools. Understanding of delivering a community education provision</li> </ul>
<b>Equality Issues</b> (2, 5)	<ul style="list-style-type: none"> <li>• Demonstrable knowledge and understanding of equality issues and legislation</li> <li>• Able to integrate quality policies into service delivery and employment practices</li> </ul>	
<b>Other Requirements</b> (1, 2, 5)	<ul style="list-style-type: none"> <li>• Ability to work under pressure and be resilient in the face of challenge.</li> <li>• Ability to prioritise</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working as part of a Federated or similar structure of associated schools</li> </ul>

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job:

- Essential: without which candidate would be rejected
- Desirable: useful for choosing between two good candidates

**Measuring attributes:**

1 = Application Form

2 = Interview

3 = Test

4 = Proof of Qualification

5 = Practical Experience

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

- 1) Equal Opportunities
- 2) Health and Safety
- 3) Data Protection Act (2018)
- 4) Safeguarding children

**Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.**

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academies will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

# HOW TO APPLY

Please visit the Harris Careers website to make your application online before the closing date.

To arrange a confidential discussion about this post with Sabeena Hasan, Primary Director, or to arrange a visit, please contact Harry Bond, Head of Talent via e-mail: [harry.bond@harrisfederation.org.uk](mailto:harry.bond@harrisfederation.org.uk)

Thank you for your interest in the Harris Federation. We look forward to receiving your application.

*If you think a career with us is right for you, discover more at:  
[www.harriscareers.org.uk](http://www.harriscareers.org.uk)*