

<b>School:</b>	The Silverdale Federation
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This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Job details

<b>Job title:</b>	<b>Executive Principal Silverdale Federation</b>
<b>Grade:</b>	L18 – L24
<b>Location of work:</b>	Swinton, Greater Manchester (The New Broadwalk PRU and The Clifton Centre PRU)
<b>Directly responsible to:</b>	The Silverdale Federation Management Committee
<b>Directly responsible for:</b>	Heads of Centre KS3 and KS4 and School Business Manager
<b>Hours of duty:</b>	Full time, in line with School Teachers' Pay and Conditions
<b>Primary purpose of the job:</b>	To lead on delivery of the Federation vision statement.
<b>Post ref no:</b>	

## Main duties and responsibilities/accountabilities

<p><b>General duties</b></p> <ul style="list-style-type: none"> <li>• Be a strategic leader who provides vision and outstanding leadership for the schools in the federation.</li> <li>• Develop and implement strategies, in collaboration with other leaders across the federation that will improve pupil outcomes and ensure that both centres are at least good against the Ofsted framework.</li> <li>• Delegate responsibilities as appropriate.</li> <li>• Be responsible for the leadership, internal organisation, management and control of the federation and be available for consultation as appropriate.</li> <li>• Build a collaborative learning culture across the federation to ensure pupils reach their full potential.</li> <li>• Work collaboratively and build strong relationships with schools, the LA and other partner agencies to effectively engage and support vulnerable young people and their families, including those with SEND.</li> <li>• Promote and safeguard the welfare of pupils and ensure that staff understand their responsibility to protect children, in line with 'Keeping children safe in education' and 'Working together to safeguard children'</li> </ul> <p><b>Educational Leadership and Management</b></p> <ul style="list-style-type: none"> <li>• Ensure the 'National standards of excellence for headteachers' are visible and embedded</li> </ul>
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across the federation.

- Develop a shared expectation of outstanding teaching and learning, with opportunities for shared learning and CPD.
- Ensure all pupil referral units within the federation have a robust improvement plan in place and be available to consult on this.
- Develop and implement an aspirational culture of learning for all – ensure there are effective systems for monitoring progress and intervention procedures are clear.
- Set high educational standards – ensure staff understand this expectation and that effective support measures are in place to help staff achieve this aim.
- Monitor progress against targets for pupil achievement and make suggestions to improve teaching and learning practices accordingly.
- Ensure there is an appropriate and effective behaviour management system in place across the federation.
- Monitor pupil attendance, exclusions and behaviour across the federation and use this data when reviewing behaviour practices.
- Monitor school leaders' performance and conduct reviews of their performance – offer support and training as appropriate.
- Ensure there is a federation-wide focus on pupil achievements, using data and benchmarks to monitor this.
- Ensure the federation is responsive to the needs of pupils, listen to pupil voice surveys and suggest adjustments to improve teaching strategies accordingly.
- Implement a diverse, broad and balanced curriculum in collaboration with the schools' governing board and head of school.
- Challenge underperformance at all levels and ensure effective intervention strategies are in place to maintain a high standard of teaching, offering training as appropriate.
- Ensure a culture that supports and facilitates pupil engagement in, and ownership of, their own learning.

### **Strategic Leadership and Management**

- Define and deliver the vision and strategic plan of the federation, as agreed with the Management Committee
- Embed collaboration, and find and offer opportunities for the federation to share expertise and advice.
- Increase the prestige of the federation by expanding the scope of partnership.
- Create organisational structures that reflect the values of the federation.
- Ensure the federation's resources are organised and distributed effectively.
- Work with the Management Committee in all levels of strategic management.
- Manage effective oversight of the range of outreach provisions offered.

### **Personnel Leadership and Management**

- Appoint, in collaboration with the Management Committee, any senior posts within the leadership structure for each PRU within the federation.
- Respond positively to feedback and act on results from staff surveys.
- Ensure members of the federation have appropriate recruitment strategies in place, which consider safer recruitment.
- Ensure there is a federation-wide culture of working together to achieve high-standards, and ensure communication procedures are established to enable this.
- Manage the performance of the Heads of Centres and School Business Manager and make recommendations to improve practices as necessary.
- Undertake effective planning with senior leadership to ensure staffing needs are

proactively identified and plans to combat these are in place.

- Create a culture of reflective practice and professional development to ensure standards are continuously improving and areas of weakness are identified, and appropriate training is introduced.
- Have an active role in middle and senior leadership development and offer any necessary training programmes.
- Implement strategies to ensure staff wellbeing.
- Ensure equal opportunities are promoted at all levels across the federation, in line with the Equality Act 2010.
- Support senior leaders during any staffing changes or recruitment needs.
- Lead by example in terms of CPD by taking responsibility for their development needs.
- Recruit, or ensure the recruitment of, high-quality staff members.
- Celebrate the achievements of all and foster a culture of continuous improvement, facilitating training opportunities for staff, on a developmental basis and not just out of necessity.
- Challenge staff underperformance, reviewing professional progress, and offer support to staff as necessary.
- Establish strategies for induction to ensure new staff have the best welcome to the federation as possible – ensure heads of schools understand these strategies.
- Ensure PRU procedures empower staff by making them feel valued and provide them with opportunities to develop.
- Work with the management committee in all levels of strategic management and ensure the provision of effective information to enable decision making.

#### **Financial and Business Management**

- Work closely with the local authority, senior leaders and SBM to ensure budgets are set, managed and monitored.
- Manage financial and human resources effectively to ensure educational goals and priorities are met.
- Establish and review staffing structures to ensure they remain efficient and reflective of the federation's vision.
- Ensure resources are shared efficiently and actively pursue sharing and collaboration opportunities.
- Ensure policies, in terms of compliance, finance, HR and IT, are implemented in accordance with law.
- Ensure all relevant health and safety standards are met, considering any requirements pertaining to letting facilities as well.
- Control the delegation of budgets and, in collaboration with the management committee, ensure all schools remain financially robust.
- Ensure resources are managed effectively, including that they are shared appropriately, achieve value for money, are high-quality and adhere to any health and safety standards.

#### **Working with the wider community**

- Ensure leadership is visible and actively engage with relevant businesses and community links to benefit pupils and the federation.
- Ensure senior leaders are developing strong partnerships with parents, carers, stakeholders (including other schools) and their wider school community.
- Ensure there is a sense of school community across the whole federation, and that effective communication systems are in place to aid this.
- Develop proactive, entrepreneurial and effective links with the community.

- Provide strategic contributions and insight to ensure the continued development of the federation.
- Act as an ambassador for the collaboration of the federation, be a point of contact and seek appropriate developmental opportunities for the whole federation, e.g. funding and networking.

#### **Data Analysis**

- Utilise data effectively to identify areas for federation improvement, ensuring that the federation relays important information to the necessary stakeholders.
- Identify problems through data analysis and act upon them, ensuring that the federation's improvement plan and strategic direction are on track.
- Through accurate and comprehensive data collection, monitor specific areas such as the quality of staff, the effectiveness of the improvement plan and classroom practice.

#### **Accountability**

- Be accountable to the management committee
- Hold others within the federation to account, including ensuring that staff accountability is clearly defined, understood and agreed, and is subject to regular appraisal, review and evaluation.

#### **Safeguarding**

**The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.**

To undertake any other such duties that are reasonably commensurate with the level of this post

#### **Review arrangements**

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the school will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

**Date job description prepared/revised:**

**Prepared/revised by:**

**Agreed job description signed by holder:**