

# Job Description

## School Principal

### Job details

**Salary:** L18 – L21 | £75,675 - £81,441

**Contract type:** Full Time Permanent Position

**Reporting to:** Trust Board (immediate) | Multi Academy Trust (future)

**Responsible for:** Assistant Principals, Office Manager

### Main purpose

The school's purpose is:

- › Supporting Students
- › Fulfilling Potential
- › Delivering a Future of Possibilities

To deliver against this, the Principal will:

- › Provide strong leadership and management for Abbey View Alternative Provision School
- › Promote and safeguard the welfare of all children in the school, ensuring at all times an inclusive environment
- › Secure high standards of student behaviour, ensuring that they are future ready
- › Deliver the school's strategic direction, purpose and vision together with the trust board and through consultation with the wider commissioning school community
- › Establish and oversee systems, processes and policies so the school can operate effectively
- › Identify barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- › Make sure these school improvement strategies are effectively implemented
- › Monitor progress towards achieving the school's aims and objectives
- › Allocate financial resources appropriately, efficiently and effectively
- › Build a strong network of commissioning schools

### Qualities

The Principal will:

- › Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- › Build positive and respectful relationships across the school community and with commissioning schools, outside agencies and other AP providers
- › Serve in the best interests of the school's students
- › Organise work, priorities tasks and make decisions effectively in the best interests of the students and the school

## National Standards

The role of Principal includes responsibilities as set out in the appropriate national standards and in the trust and school's role specifications and documentation

## Duties and responsibilities

### School culture and behaviour

The Principal will:

- › Create a culture where students experience a positive and enriching school life, that reflects and delivers against our purpose and vision
- › Create a **safe trusted environment**, where our students feel nurtured and supported
- › Uphold ambitious and relevant educational standards and create an environment of **excitement through education** across the school's alternative provision curriculum
- › Prepare students from all backgrounds and abilities for their next phase of education and life - so they are **future ready**
- › Ensure a supportive environment that allows students to gain confidence that not only achieves successful outcomes, but where appropriate, **successful transitions** back into their mainstream setting
- › Ensure a culture of staff professionalism
- › Encourage high standards of behaviour from students, built on rules and routines that are understood by staff and students, and clearly demonstrated by all adults in school
- › Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

### Strategic leadership

The Principal will:

- › Deliver the school's strategic vision and purpose, ensuring the ongoing success of the school and development of its provision through analysis and planning to ensure it meets future needs
- › Embrace change and innovation and promote new technologies and strategies that are relevant to teaching and learning in an AP setting
- › Build a strategic approach that is student centric, creating excellence and equality that sets high standards for every student and member of staff
- › Build a long term plan to expand the Abbey View offer to additional secondary schools across the region

### Teaching, curriculum and assessment

The Principal will:

- › Ensure a clear understanding of each students needs is formed by using evidence informed approaches to baseline testing across reading, writing and mathematics
- › Establish and sustain high-quality teaching across all subjects and phases, relevant at an individual student level
- › Ensure student progress is assessed at all stages throughout the student journey to ensure that the provision remains appropriate, and outcome focused
- › Ensure teaching is underpinned by subject expertise and continuously monitor
- › Effectively use formative assessment to inform strategy and decisions
- › Ensure the teaching of a broad, AP relevant, structured and coherent curriculum

- › Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- › Acknowledge excellence and challenge under performance across the school
- › Work closely with commissioning schools to ensure a positive understanding of each students needs is formed and developed, so that high quality support is provided and successful outcomes achieved
- › Promote a culture and practices that enables all students to access the curriculum
- › Have ambitious expectations for all students with SEN and disabilities
- › Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- › Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

## Managing the school

The Principal will:

- › Ensure staff and students' safety and welfare through effective approaches to safeguarding, as part of a duty of care
- › Manage staff well with due attention to workload
- › Ensure rigorous approaches to identifying, managing and mitigating risk
- › Establish and sustain appropriate structure and systems, adapting to changing requirements and resources
- › Manage the school efficiently and effectively on a day-to-day basis
- › Ensure appropriate induction of staff and guide them through the expectations of the school
- › Ensure that all appropriate resources and teaching strategies meet the needs of the full range of age, aptitude and ability including students with additional and special educational needs
- › Ensure effective management of all staff and the allocation of particular duties to them
- › Priorities, plan and organise self and others
- › Implement successful performance management processes
- › Ensure the school is managed and organised efficiently to ensure it meets the needs of the students, the curriculum and sustains a safe, secure and healthy school environment

## Professional development

The Principal will:

- › Ensure staff have access to appropriate, high standard professional development opportunities
- › Keep up to date with developments in education
- › Promote the relationship between self evaluation, continuing professional development and sustained school improvement
- › Ensure training and continuing professional development is effectively planned, identified, delivered and evaluated
- › Make sure professional development opportunities draw on experts both within, and beyond the school
- › Seek training and continuing professional development to meet the needs of all staff members
- › Identify emerging talent, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning

## Welfare of students

The Principal will:

- › Honour all commitments and act accordingly in respect of safeguarding, child protection and promoting welfare of children and young people
- › Ensure that all staff are trained, are aware of the procedures and implement the requirements for safeguarding of young people
- › As lead person, take part in strategy discussions, co-operate and work with other agencies and initiate such discussions where appropriate
- › Ensure all students are treated with respect and dignity
- › Have strategies which encourage partners and carers to support their children's learning
- › Ensure systems and strategies for behaviour management and monitoring and improving attendance are in a place and effective
- › Create an environment that supports a preventative approach to long term emotional and physical health for students

## Governance, accountability and working in partnership

The Principal will:

- › Understand and welcome the role of effective governance, including accepting responsibility
- › Ensure that staff understand their professional responsibilities and are held to account
- › Provide information on and an accurate account of the school's performance in an appropriate manner
- › Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- › Work successfully with commissioning and other schools and organisations
- › Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all students
- › Comply with the trusts policies and supporting documentation in relation to information governance including data protection and security of information
- › Assume overall responsibility for the school's health and safety policy
- › Be committed to the trusts policies in relation to safeguarding and undertake necessary DSL training
- › Develop and deploy the school's financial resources under the principles of best value

## Person Specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<p><b>ESSENTIAL</b></p> <ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Evidence of continuous professional development</li> </ul> <p><b>DESIRABLE</b></p> <ul style="list-style-type: none"> <li>• Has achieved or is working towards gaining the NPQH</li> <li>• Holds the SENCO qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful leadership and management experience in a school</li> <li>• Teaching experience</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Demonstrable experience of successful line management and staff development</li> </ul>
<b>Skills and knowledge</b>	<p><b>ESSENTIAL</b></p> <ul style="list-style-type: none"> <li>• Data analysis skills, and the ability to use data to set targets and identify weaknesses</li> <li>• Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve</li> <li>• Understanding of school finances and financial management</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships</li> <li>• Ability to identify own learning needs to support others in identifying their learning needs</li> <li>• Significant experience of successful senior leadership [at deputy head or headteacher level]</li> <li>• A proven track record of securing improvement in the quality of teaching and raising learning standards</li> <li>• Up to date understanding of Ofsted framework for AP schools</li> <li>• Strong understanding of all statutory requirements</li> <li>• Experience of developing and implementing a curriculum</li> <li>• High expectations when managing, developing, inspiring, challenging and motivating staff</li> <li>• An up to date understanding of KCSIE including Prevent and British Values</li> </ul> <p><b>DESIRABLE</b></p> <ul style="list-style-type: none"> <li>• Relevant experience of working in more than one phase</li> <li>• Previous experience of working and bringing about positive change in a school with challenging circumstances</li> </ul>

<b>Qualities and abilities</b>	<ul style="list-style-type: none"> <li>• Lead by example</li> <li>• Empathy with staff</li> <li>• Excellent interpersonal and communication skills to engage a range of audiences to include students, staff, parents, trustees, local authority and external agencies</li> <li>• High expectations for student's learning and attainment</li> <li>• Ambition for the school</li> <li>• Perseverance and resilience in the face of challenge</li> <li>• Ability to remain calm, positive and enthusiastic when working under pressure</li> <li>• Manage and resolve conflict</li> <li>• Ability to organise work, prioritise tasks and make decisions</li> <li>• Welcoming of a critical friend approach from trustees</li> </ul>
<b>Strategic leadership</b>	<ul style="list-style-type: none"> <li>• Ability to articulate and share the school's Purpose and Vision</li> <li>• The confidence and ability to inspire and motivate staff and trustees to achieve the aims of the trust</li> <li>• Evidence of having successfully translated vision into reality at school level</li> <li>• Evidence of successful strategies for planning, implementing, monitoring and evaluating school performance</li> <li>• Evidence of analysing data, developing strategic plans, setting targets and evaluating progress towards these</li> </ul>
<b>Leading and managing staff</b>	<ul style="list-style-type: none"> <li>• Experience of leading whole school initiative or staff teams</li> <li>• Ability to delegate work and support colleagues in undertaking responsibilities</li> <li>• Experience of performance management and supporting continuing professional development of colleagues</li> <li>• Evidence of applying safe recruitment practices and developing a safe culture within the school</li> <li>• Successful involvement in staff recruitment, appointment and induction</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to uphold the 7 principles of public life (the <a href="#">Nolan principles</a>) at all times</li> <li>• A commitment to getting the best outcomes for all students and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position</li> </ul>

## Notes:

This job description may be amended at any time in consultation with the postholder.

**Last review date:** October 2024

**Next review date:** September 2025

**Chair of Trust Board signature:**

---

**Date:**

---

**Postholder's signature:**

---

**Date:**

---