

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Principal	Location	Abbeyfield School
Salary	Negotiable, dependent on experience	Hours	Permanent. Full Time
Department	Leadership	Reports To	Trust Director of Inclusion

JOB PURPOSE:

To provide inspirational vision and professional leadership that ensures high-quality provision, continuous improvement and an ambitious culture where every student has the opportunity to thrive.

To be a constructive, collaborative member of the overall leadership team of Creative Education Trust's network of schools and to model the standards and behaviours expected of an outstanding leader in education, promoting equity and high aspiration for all.

KEY RESPONSIBILITIES AND DUTIES:

Leading on Teaching & Learning:

- Promote and develop excellence in Teaching & Learning, ensuring a continuous and consistent school-wide focus on students' progress and development (Personal Development as well as Academic), so that all students experience ambitious and equitable learning opportunities.
- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how students learn.
- Monitor, evaluate and review classroom practice; celebrate and promote excellence, challenge underperformance at all levels and ensure appropriate action is taken in accordance with policies and procedures.
- Ensure teaching is underpinned by high levels of subject expertise and leadership, enabling all students to access learning that broadens their opportunities.

Leading on Curriculum & Assessment

- Ensure the provision of a high-quality, relevant and dynamic curriculum within Creative Education Trust's framework that supports the needs of all students and promotes equity of access.
- Drive innovation in education, ensuring the school can respond to a changing external environment and that the skills, learning and aspirations of students are developed and enhanced across all key stages.
- Ensure the consistent implementation of robust tracking and monitoring systems that accurately identify and evidence students' ongoing and projected progress in all subjects.
- Ensure that assessment for learning is embedded in all teaching so that students understand what they need to do to make the best possible progress.

JOB DESCRIPTION AND PERSON SPECIFICATION

Leading on Behaviour:

- Establish and sustain high expectations of behaviour for all students, built upon relationships, policies and procedures which are understood clearly by all staff and students.
- Create and maintain an atmosphere of respect, recognition, celebration and mutual support in the school, ensuring every student has the opportunity to learn in a safe and orderly environment.
- Ensure that all colleagues within the school demonstrate and model the behaviour expected to be a good citizen.
- Implement consistent, fair and respectful approaches to managing behaviour in accordance with the Behaviour Policy, promoting equity and inclusion.

Additional Needs & Special Education:

- Ensure the school holds ambitious expectations for all students with additional and special educational needs and disabilities, in line with the Trust's SEND Policy and statutory duties.
- Ensure the school works effectively in partnership with parents, carers and professionals to identify the needs of students, providing adaptation where appropriate and fostering a culture that enables students to access the curriculum equitably.

Continuous School Improvement:

- Work with the Creative Education Trust Central Team to identify school priorities, evaluate barriers to achieving excellence and set objectives for areas of improvement.
- Take ownership of the School Improvement Plan and ensure effective implementation of improvement strategies which result in sustained school improvement within a defined time frame.

Leading School Culture:

- Develop, communicate and implement the vision for the school within the parameters of the wider Creative Education Trust mission and in conjunction with the Senior Leadership Team.
- Promote and uphold the values and ethos of Creative Education Trust in the school, ensuring ambition, opportunity and equity are reflected in daily practice and in the highest expectations for all members of the school community.
- Maintain an environment where students feel safe, including a high-quality pastoral structure so that students can fulfil their full potential and where self-confidence, self-respect and social responsibility are encouraged.
- Ensure students are appropriately informed of targets and attainment to uphold ambitious education standards which prepare students from all backgrounds for their next phase of education and life.
- Foster a culture of positive and respectful relationships across the school community to create a safe, orderly and inclusive environment.
- Ensure a culture of staff professionalism, high levels of staff morale and ownership of the school's values and policies.

JOB DESCRIPTION AND PERSON SPECIFICATION

People Management:

- Provide high-quality training and development for all staff which empowers colleagues at all levels to lead and initiate improvements.
- Prioritise the professional development of staff and provide opportunities that complement the priorities of whole school improvement and the team.

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	• Qualified to Degree Level or above. • Qualified Teacher Status. • Evidence of appropriate professional development. • NPQSL or equivalent.	• NPQH or equivalent.
EXPERIENCE	• Substantial experience in school leadership, as a Vice Principal or Deputy Headteacher. • Track record of achievement in raising education standards. • Demonstrable success in leading through significant periods of improvement and development. • Experience of having led, or significantly contributed to the success of a school through its leadership, ethos, culture, behaviour, teaching and learning. • Evidence of the ability to develop excellent relationships with young people and adults. • Successful experience of using target setting, data analysis and curriculum innovation to improve performance. • Experience in analysis of need and leadership in planning and implementing development initiatives for staff.	• Proven experience as a successful school Principal/Headteacher. • A strong track record of working successfully with local community and business partners.

JOB DESCRIPTION AND PERSON SPECIFICATION

	Evidence of promotion of innovation in teaching and learning.	
KNOWLEDGE AND UNDERSTANDING	- An in-depth understanding of school leadership and the school improvement strategies needed to achieve outstanding student progress and personal development. - Knowledge of current education legislation, national strategies, trends and innovation. - The ability to promote high aspirations and expectations for every student, with due regard to SEND, equality, diversity, school ethos and student management. - The ability to analyse performance and to articulate reasons behind successful achievement and poor performance. - Understanding of all relevant accountability frameworks.	
SKILLS AND PERSONAL ATTRIBUTES	- Vision aligned with Creative Education Trust's high aspirations and high expectations of self and others. - Resilience and motivation to lead the school through day-to-day challenges while maintaining a clear strategic vision and direction. - Proven ability to lead, coach and motivate staff within a performance management framework, including professional development and effective management of underperformance. - Strong organisation skills and ability to delegate effectively.	Evidence of managing CPD effectively in a whole school context.

JOB DESCRIPTION AND PERSON SPECIFICATION

	• Effective and skilled at implementing systematic behaviour management systems with clear boundaries, sanctions, rewards and praise. • Relishes accountability and takes personal responsibility for their own actions. • Excellent critical thinking skills; has intellectual curiosity and rigour. • Proven ability to be able to build trust and mutual respect between students, families and staff. • Strong interpersonal, written and oral communication skills.	
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: • Empowering Ambition: Supporting personal growth, innovation and high performance. • Championing Equity: Promoting fairness, inclusion and high expectations for every student. • Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every student and a proven track record of making a difference to the learning and experiences of students inside and outside the classroom.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.