

Principal and Executive Head of School

Person specification/job description



Post title: Principal and Executive Head of School

Grade: Starting salary L37 – L43

Responsible to: Director of Education

Date: February 2021

Responsible for:

- Standards, the quality of teaching and learning, strategic leadership and the effective operation of Wellsway School and IKB Academy
- System leadership across the Trust and Wellsway Campus

Hours of work: Full time

Purpose of role

- To provide inspirational, dynamic and effective leadership of Wellsway School by seeking to achieve the highest standards of staff performance, student achievement, student conduct; ensuring the highest quality of teaching and learning and enabling the effective daily operation of the school.
- To provide executive leadership for IKB Academy that ensures its effective alignment with Wellsway School, whilst retaining and developing IKB's unique identity as a 14 -19 STEM studio school
- To support the Head of School of IKB Academy and hold them to account for achieving the highest standards in all aspects of the academy's work
- To take the lead in ensuring all schools on the Wellsway campus benefit from the combined resources and facilities available across the site and provide effective transition for pupils moving between schools
- To work as a senior leader within Wellsway Multi Academy Trust and contribute to its success as a member of the Executive Leadership Team.
- To ensure that the work and successes of Wellsway School and IKB Academy are shared effectively with other schools within the trust

Main responsibilities

Strategic Leadership

Wellsway School

- To shape a vision and implement a plan for the school in line with the Wellsway Multi Academy Trust's strategic plan, setting out very high expectations with a clear focus on student achievement
- To lead Wellsway School effectively, setting aims and objectives for the school, and formulating the school improvement plan
- To lead the strategic direction of the school and provide the vision and leadership that will secure strong progress and outcomes for its students
- To provide strong and effective leadership that inspires staff at all levels to give of their best
- To establish and maintain a strong school ethos that encourages ambition and aspiration and celebrates success
- To foster, and maintain, highly effective relationships both within the school and within the wider community

IKB Academy

- To work with the Head of School to shape a vision and implement a plan for the school, in line with the studio school ethos and Wellsway Multi Academy Trust's strategic plan, setting out very high expectations with a clear focus on student achievement
- To agree the school improvement plan and validate the school SEF
- To share resources across both schools that will secure strong progress and outcomes for IKB students
- To support the Head of School in establishing and maintaining a strong ethos that encourages ambition and aspiration and celebrates success
- To provide opportunities for the AGCs at Wellsway and IKB to work together to support alignment

Leading Teaching & Learning

Wellsway School

- To ensure that the school provides a provision that is fully inclusive and personalised to meet the needs of individuals
- To ensure that the needs of disadvantaged and vulnerable students are given priority and so that they achieve in line with national expectations
- To monitor and evaluate the quality of teaching and student achievement
- To set accurate and aspirational targets for the school and to oversee target setting for staff and students
- To encourage the use of innovative problem-solving and know how to implement strategy effectively.
- To oversee the development and monitoring of the curriculum so that it provides an increasingly differentiated and inclusive experience for students as they move through the school
- Ensure high standards of behaviour and attendance
- To ensure in-school teaching and learning practice follows the trust teaching and learning policy
- Ensure that leaders at all levels have the skills to carry out their roles and hold them effectively to account for achieving high standards

IKB Academy

- To ensure that the school is fully staffed, sharing staff across both sites as required
- To quality assure the monitoring and evaluation of teaching and learning
- To ensure an aligned approach to teaching and learning and behaviour and attendance across both Wellsway and IKB
- Monitor and evaluate pupil achievement and actively support the school's strategies for raising standards
- To ensure the targets set for the school are accurate and aspirational
- To provide an extra-curricular programme of activities that is accessible for students from Wellsway and IKB

Organisational management

Wellsway School

- To provide effective and efficient management of the school budget
- Manage the school environment efficiently ensuring that it meets the needs of the curriculum and complies with health & safety legislation
- Ensure that the school is compliant with the legal requirements regarding safeguarding
- Maintain a risk and asset management register and have in place business continuity plans
- To direct the work of the leadership team to ensure the smooth and effective daily operation of the school, the conduct of its students and the performance of the school staff
- Ensure that staff have the resources with which to do their job

IKB Academy

- To work with the Head of School to ensure effective and efficient management of the school budget
- Be assured that the school is compliant with the legal requirements regarding safeguarding and health & safety
- To introduce into IKB those systems and processes used at Wellsway School that will support alignment and enhance the efficient operation of IKB

Leadership of staff

Wellsway School

- To work actively in developing the views and support of the staff to ensure that all work together in a common direction towards the aims of the school
- To build effective and harmonious relationships with staff, including offering guidance and support to colleagues
- To implement the Trust's appraisal policy to secure improvement, to provide targeted individual professional development and to hold staff to account
- To inspire, motivate and develop staff, taking a leading role in maintaining the highest standards of teaching and learning
- To lead the selection and deployment of teaching and support staff to achieve high quality outcomes in all areas of the school's operation

IKB Academy

- To build effective and harmonious relationships with staff, providing opportunities for collaboration and partnership working across both sites
- To act as the line manager for the Head of School
- To ensure the effective operation of the WMAT appraisal policy and agree pay recommendations
- To align the CPDL programme across both schools, as appropriate

Community & Partnership

- To work alongside other academies in Wellsway Multi Academy Trust to ensure the vision of the Trust is successfully met, exercising collective responsibility for the success of each school
- To secure the commitment of parents/carers and the wider community to the vision and direction of Wellsway School
- To ensure that both schools act as resources for the whole community
- To promote multi-agency working in support of young people's emotional and academic well-being and progress
- To promote partnership working, in particular with local schools, businesses and Higher Education institutions

Campus Leadership

- To work with the leaders of Chandag Infant School, Chandag Junior School, IKB Academy and Two Rivers CoE Primary School to ensure that the resources of the campus are utilised for the benefit of all pupils and staff
- Chair regular campus leadership meetings to facilitate and develop shared working practices
- Take the lead in running joint campus AGC activities
- Seek opportunities to enhance learning and CPLD through shared staffing appointments and deployments
- Actively encouraging staff networking and joint working activities
- Provide access for primary pupils to the specialist facilities available in WWS and IKB
- Develop opportunities for secondary students to gain experience of working with primary pupils

Accountability

- To support the development of a whole school approach to monitoring and evaluating in line with the Trust's self-evaluation policy
- To prepare the schools and staff for Ofsted and other inspections
- To act as the Lead Professional for the Wellsway School AGC and work effectively and proactively with the Chair, AGC members, Trust Board and standing committees

General

- To develop, implement, monitor and evaluate school and Trust policies and practices and actively promote the aims of the school and Trust
- To ensure compliance with legislation in relation to curriculum and safeguarding
- To safeguard and promote the welfare of children in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager
- Carry out the duties and responsibilities of the post with due regard to the Trust's equal opportunities policies
- Promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- Take responsibility for own professional development and undertake any appropriate training to assist in carrying out any of the above duties

Data Protection and Safeguarding

- Work within the requirements of Data Protection at all times
- Remain vigilant to ensure all students are protected from potential harm
- This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.
- Wellsway Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. For this post prior to appointment, Wellsway Multi Academy Trust will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification	Essential (E) or Desirable (D)
Qualifications and training	
Qualified teacher status or other equivalent qualification	E
Good honours degree or equivalent	E
A higher degree or management qualification	D
Evidence of continuous professional development relevant to the post	E
Knowledge, skills and expertise	
Successful experience of headship	E
Experience of wider system leadership	D
Highly effective communication skills, both oral and written	E
Knowledge and understanding of educational development	E
Exemplary teaching skills	E
A proven track record of raising achievement	E
Experience of working with school governors	E
Proven record of successful leadership and management at senior level	E
Clear understanding and effective use of self-evaluation processes	E
Strong ability to analyse, interpret and explain relevant data and evidence	E
Well-developed coaching and mentoring skills	E

Clear understanding and commitment to the potential of ICT for transforming teaching and learning	E
Commitment to Inclusive Education	E
Belief in the ability of each young person to succeed	E
Commitment to providing a world class education	E
Commitment to team working	E
Leadership Skills – the ability to inspire and motivate	
Commitment to system leadership and working beyond the school	E
Highly effective public speaker	D
Engage and inspire pupils, staff, parents, carers, governors and the wider community	E
Set and articulate a clear and compelling vision for the future	E
Be an inspiring role model for pupils, staff and parents/carers	E
Command credibility and respect	E
Build, support and challenge high performing teams	E
Demonstrate inclusivity at all times	E
Proven success in managing organisational change	E
Experience of working collaboratively with primary schools	D
Ability to think creatively and problem solve	E
Be prepared to take appropriate risks	E
Self-management skills – the ability to work smartly and effectively	
Ability to keep calm under pressure and meet deadlines	E
Achieve challenging professional goals	E
Ability to delegate effectively and productively	E
Take responsibility for your own professional development	E
Personal Qualities	
Personal impact and presence	E
Intellectual ability	E
Excellent interpersonal skills	E
Energy, dynamism and enthusiasm	E
Self-confidence	E
Optimism	E
Flexibility	E
Resilience and perseverance	E
Reliability and integrity	E
Compassion and humility	E
Sense of humour	E
Attributes	
Committed to the Wellsway Multi-Academy Trust aims	E
Committed to Equality and Diversity	E
Other	
Ability to work outside normal working hours	E