[](http://www.ashfield.leicester.sch.uk/)

**Ash Field Academy Job Description**

**Job title**: Principal

**Salary**: Ash Field Pay and Conditions PTS 16.4 – 16.9 (£86,202 - £91,727 pay award pending) plus residential allowance. Permanent post.

**Accountable to**: Board of Trustees (governing body) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Principal will sustain the ethos and effectiveness of the academy and be a catalyst for finding new ways to create the best possible education and life chances for the pupils it serves.

This appointment is in accordance with the Articles of Government, the Headteachers’ Standards 2020’, the conditions of employment of Headteachers contained within the Teachers’ Pay and Conditions Document, the Ash Field Pay and Conditions, and the policies and requirements adopted by Trustees.

**Core Purpose:**

* Provide vision, professional leadership and direction to the staff, pupils and other stakeholders
* Effectively lead learning and teaching; implementing appropriate and agreed changes to academic and vocational provision
* Ensure the best outcomes for pupils in terms of individual achievement, progress and attainment
* Promote excellence, equality and high expectations
* Deploy all resources, including staff and financial resources to achieve the school’s aims and provide regular reports to the Board of Trustees on the performance of the school
* Evaluate school performance and identify priorities for continuous improvement
* Secure effective day-to-day management, organisation and administration
* Maintain strong relationships with the community, stakeholders and partners
* Create a safe and productive learning environment, which is engaging and fulfilling for all pupils
* Sustain and develop further a professional community that enables others to achieve through effective relationships and communication

**Key areas of responsibility:**

The Principal will need to provide continuity in maintaining outstanding teaching and learning throughout the school, including both the day school and residential provision, whilst also having responsibility for the Inclusion and SEND Hub. At the same time the Principal will work closely with the trustees, senior leadership team and other stakeholders to create and implement a shared vision that delivers future success and encourages each pupil to strive for, and achieve, their best.

The Headteachers’ Standards 2020 sets out the knowledge and professional qualities required for this role in the following key areas:

* School culture
* Teaching
* Curriculum and assessment
* Behaviour
* Additional and special educational needs
* Professional development
* Organisational management
* School improvement
* Working in partnership
* Governance and accountability

The standards also outline the ethics and professional conduct expected of headteachers and as such they define the behaviour and attitudes which should be expected of headteachers.

Headteachers should also model for the pupils and staff the values, vision and ethos of the school.

**Shaping the future**:

* Work with the trustees and others to develop, and lead the implementation of a shared strategic vision and plan for the further development of the school, taking the national agenda for education into account
* Ensure the school’s vision is clearly articulated, shared, understood and translated into agreed operational plans and priorities
* Have overall responsibility for the management and performance of the school (day school and weekly residential) and the Inclusion and SEND Hub
* Create an organisational structure that reflects the school’s values and enables the management and financial systems, structures and processes to work effectively in line with legal requirements
* Ensure that strategic planning and the school culture and curriculum take account of the diversity, values and experiences of the pupils
* Further develop and maintain a culture of high expectations leading to outstanding standards of teaching and learning, and best practice, throughout the school
* Be the principal ambassador for the school, working with stakeholders to support the school’s success
* Act as a principal advisor to the trustees in the discharge of their responsibilities, and  implement the decisions of the Board of Trustees
* Provide strategic leadership that secures the delivery of high standards of achievement, progress and personal development for all pupils and staff
* Provide leadership in the development of innovative learning and teaching and support school-led research
* Work with other schools, Further and Higher Education providers, partners and organisations in the public, private, business and voluntary sectors for the benefit of the school

**Leading teaching and learning**:

* Secure delivery of outstanding standards of teaching and learning throughout the school
* Develop and maintain a focus on achievement, maximising the potential and achievement of all pupils against individual targets and EHC Plan outcomes and aspirations
* Shape the broad and relevant curriculum, which engages and enables all pupils to reach their potential through personalised learning and supports their preparation for adulthood
* Ensure a holistic approach to the successful education of pupils, and ensure necessary and appropriate medical and therapeutic interventions to improve learning, personal development and wellbeing of pupils
* Involve pupils, in their own learning and well-being and in decision-making processes in the school through person centred practice
* Promote and maintain effective partnerships with parents/carers to support pupil achievement and personal development
* Monitor, evaluate and review classroom practice and implement improvement strategies to ensure outstanding standards of teaching throughout the school
* Maintain effective assessment, recording and reporting systems of pupil progress and embed data and benchmarking systems to monitor and improve every pupil’s progress
* Celebrate achievement and excellence and support all pupils to meet appropriately challenging targets
* Ensure a wide range of community-based, off-site and outdoor learning experiences are available
* Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural wellbeing of pupils and their families
* Develop and implement strategies to secure and maintain high standards of behaviour and attendance
* Build a collaborative learning culture and, with other schools, agencies and partners (especially with the schools within CLASS- City of Leicester Association of Special Schools) continue to build effective learning communities to promote excellence in teaching and learning
* Be outward facing, taking a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils and staff, deploying technological resources effectively and efficiently in order to realise the aims of the school.

**Developing self and working with others**:

* Lead a culture of high performance and continuous improvement
* Lead, motivate and inspire all staff
* Lead by example as a model of professional conduct demonstrating high personal standards, professional expertise and commitment
* Demonstrate and engender in others respect, integrity, optimism, resilience and a sense of fun
* Demonstrate the vision and values in everyday work and practice
* Lead the recruitment, deployment and management of staff to ensure that effective learning and care takes place throughout the school
* Exercise effective staff management, generate effective working relationships at all levels, and optimise the contribution of all staff
* Ensure the positive joint working between school and residential staff continues to be promoted to best support the pupils learning experience and outcomes
* Manage performance, utilising all staff skills effectively, challenging and addressing underperformance whilst providing for the continuous professional development of all staff
* Maintain effective relationships with organisations representing teachers and non-teaching staff
* Treat people fairly, equitably, with dignity and respect to create and maintain a positive culture and ethos
* Regularly review own practice and performance, set personal targets and take responsibility for own development

**Managing the organisation**:

* Assume responsibility as Accounting Officer and ensure compliance in accordance with the Academy Trust Handbook
* To take on the role of DSL at the school, taking the lead responsibility for safeguarding and promoting the wellbeing of pupils, staff and all stakeholders
* Work with the trustees to ensure the budget is allocated appropriately to match school priorities and to maximise pupil achievement and that spending is monitored and managed effectively
* Manage and organise accommodation and other resources efficiently and effectively to ensure that it meets the needs of pupils and staff, health and safety requirements and promotes a safe and inclusive learning environment for all
* Ensure that the school secures maximum value for money and complies with statutory and other requirements and seek all opportunities to maximise resources for the school
* Be responsible for the internal organisation, management and control of the school
* Develop the skills of the Senior Leadership Team to ensure the effective management of the school continues in the absence of the Principal.
* Ensure the regular monitoring of the budget and the oversight of the use of resources at all levels in the school
* Create an awareness of environmental issues both within and beyond the school and help to develop  innovative projects, which address practices.

**Securing accountability**:

* Be accountable to the trustees for all aspects of the performance of the school
* Secure a positive, open and collaborative working relationship with the trustees to develop a shared vision and clear strategy for the school, and take ownership for leading its implementation
* Provide timely and accurate information and reports to the Board of Trustees to enable it to meet its statutory responsibilities
* Present a coherent and accurate account of the school’s performance in a form appropriate to a range of audiences
* Develop and encourage good relationships between the school, partner schools, the local authority, health partners, other key stakeholders and the local community to enhance the reputation of the school and opportunities and positive benefits for pupils
* Ensure individual staff accountabilities are clearly defined, understood, agreed and acted upon, and that rigorous review and evaluation is in place
* Ensure effective communications are maintained within and beyond the school and with stakeholders
* Ensure parents/carers and pupils are well informed about all aspects of the school and, in particular, about the curriculum, attainment and progress, and that they are given every opportunity to participate in decision making about their child’s education and care

**Strengthening the community**:

* Maintain and celebrate the school culture that recognises the richness and diversity of our pupils, families, staff and community
* Co-operate and collaborate with other agencies and partners to safeguard pupils and promote the academic, spiritual, moral, social, emotional and cultural development and wellbeing of all pupils
* Promote fundamental British values and challenge prejudices, and ensure the mutual respect and tolerance of those with different faiths and beliefs
* Work in partnership with health and social care to ensure a holistic approach to meeting the education, wellbeing and care needs of pupils
* Promote effective relationships with local, regional, national and international community organisations including employers, charities and the voluntary sector
* Build strong and lasting networks of schools and education providers to support outstanding education for pupils, the highest quality professional learning and sharing of the very best practice

In addition to the above job description, the Principal is expected to fulfill the expectations of the person specification. They also perform such other duties as may be reasonably required by the Board of Trustees.

**ASH FIELD ACADEMY IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT. IT IS AN OFFENCE TO APPLY FOR THIS ROLE IF YOU ARE BARRED FROM WORKING WITH CHILDREN OR VULNERABLE ADULTS**

**PERSON SPECIFICATION - PRINCIPAL**

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| --- | --- | --- |
| **APPOINTMENT CRITERIA** | **Essential/Desirable** | **Assessed from** |
| **QUALIFICATIONS & TRAINING** | | |
| Qualified Teacher Status | E | 1 |
| Degree or equivalent | E | 1 |
| NPQH, LLE, NLE | D | 1 |
| Further qualification in a related area e.g. M Ed, MA, MBA, etc. | D | 1 |
| Qualification/training related to special educational need | D | 1, 3 |
| **EXPERIENCE OF TEACHING AND SCHOOL LEADERSHIP** | | |
| Successful experience as a Headteacher /Principal Deputy or Assistant Head/Vice Principal | E | 1, 2, 3 |
| Minimum 2 years senior leadership experience in a Special School or SEN background (e.g. SENCO environment, NGO, voluntary) | E | 1, 2, 3 |
| Successful management of change at a senior leadership level | E | 1, 2, 3 |
| Experience of successful implementation of strategies for raising pupil achievement and ensuring high quality teaching and assessment | E | 1, 2, 3 |
| Leading self-evaluation processes to drive continuous improvement | E | 1, 2, 3 |
| Leadership and management of a large number of staff with varying responsibilities | E | 1, 2, 3 |
| Knowledge and understanding of the statutory requirements and relevant legislation relating to school leadership and management including child protection and safeguarding and health and safety | E | 1, 2, 3 |
| Proven ability to analyse and interpret pupil performance data and set challenging and realistic targets, plan effective intervention and monitor impact in order to ensure pupils make good progress | E | 1, 2, 3 |
| Experience of working in a multi-cultural setting | D | 1, 2, 3 |
| Successful experience of managing and leading continuing professional development | D | 1, 2, 3 |
| Ability to create and maintain an environment which promotes and supports positive behaviour | E | 1, 2, 3 |
| Experience of recruiting, selecting and deploying staff | E | 1, 2, 3 |
| Experience of coaching and mentoring staff | D | 1, 2, 3 |
| A professional knowledge of the role of the Governing Body/Board of Trustees and experience of working effectively with governors/trustees | E | 1, 2 |
| Able to plan and manage budgets and ensure resources are deployed to the maximum benefit of pupils and staff | E | 1, 2, 3 |
| Proven ability to provide clear educational vision and direction and lead by example | E | 1, 2, 3 |
| **PROFESSIONAL KNOWLEDGE AND UNDERSTANDING**  ***Applicants should be able to demonstrate a good knowledge and understanding of the following areas:*** | | |
| The cognitive and physical development of pupils with severe and profound learning difficulties | D | 1, 2, 3 |
| The development of pupils with a wide range of special educational needs/disability | E | 1, 2 |
| Current models of curriculum and assessment appropriate for pupils with SEND | E | 1, 2, 3 |
| **PERSONAL SKILLS AND ABILITIES** | | | |
| Strong personal commitment which motivates and inspires the school community to deliver the best possible education for the pupils at Ash Field Academy | E | 1, 2, 3 | |
| A genuine enthusiasm for, and commitment to, the development of pupils, and concern for the development of staff and members of the wider school community | E | 1, 2, 3 | |
| Commitment to own professional development | E | 1, 2, 3 | |
| Ability to think creatively, solve problems and make decisions based on sound judgement | E | 1, 2, 3 | |
| Excellent communication skills in a variety of media to a range of audiences including pupils, parents/carers, members of staff and the wider school community | E | 1, 2, 3 | |
| Ability to collaborate with a wide range of partners and ensure school is outward facing | E | 1, 2, 3 | |
| Strength to challenge and manage under performance | E | 1, 2,3 | |
| The proven ability to fill the role of lead professional in classroom practice | E | 1, 2, 3 | |
| Commitment to an open, collaborative style of leadership in order to raise standards and develop and maintain staff engagement and empowerment | E | 1, 2, 3 | |
| Demonstrates loyalty, honesty and integrity to all | E | 1, 2, 3 | |
| The ability to ensure that the school atmosphere is welcoming and that parents/carers are encouraged to take an active part in the life of the school and engage in their child's education | E | 1, 3 | |
| Ability to manage time well to meet deadlines and demonstrate resilience and calmness under pressure | E | 1, 3 | |
| Adaptable to changing circumstances and new ideas | E | 1, 3 | |
| Good time keeping and attendance | E | 3 | |
| Approachable, reliable, has presence and personal impact and enjoys being highly visible to pupils and parents. | E | 1, 3 | |
| Commitment to joining in the full life of the school | E | 3 | |
| **SAFEGUARDING** | | | |
| Understanding of responsibilities of the Principal in ensuring compliance with Health and Safety Legislation | E | 1, 2 | |
| Clear commitment to and understanding of child protection matters, safeguarding legislation and practice | E | 1, 2 | |

**Key:**

1 Application 2 Interview 3 References

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**Application Guidance**

**Your application**

We would anticipate that you will want to visit the school. Please contact Linda Newman on 0116 273 7151 to make an appointment.

For an informal discussion about the school, please contact the number above to arrange to speak to the Principal.

Please complete the application form which is available on the e-teach website and the Ash Field Academy website. Applications should include the completed form, and a covering letter (supporting statement). This should not exceed three sides of A4 using size 11 font.

To apply please download the information pack and application form on Eteach or visit the school website: <http://www.ashfield.leicester.sch.uk/vacancies/>

**Closing** **date**: Sunday 23rd October 2022 at 12.00 midnight

**Interviews**: 14th and 15th November 2022

**Debriefing candidates**

As it is professional good practice, we will be pleased to offer de-briefing on the process to all shortlisted candidates, whether appointed or not. We regret that we will not offer any feedback to applicants who are not successful in being shortlisted for interview.

**The job offer**

We will endeavour to make an informal job offer to the successful candidate as soon as possible after the interview. This offer will be subject to satisfactory pre-employment checks. A formal job offer will be made in writing when this process has been satisfactorily completed.