

Principal

Person specification/job description

Post title: Principal

Grade: Starting salary L24 - L30

Responsible to: Executive Lead for SEND

Date: February 2021

Responsible for: Standards, the quality of teaching and learning, strategic leadership and the effective operation of Aspire Academy

Hours of work: Full time



Purpose of role

- To provide inspirational, dynamic and effective leadership of Aspire Academy by ensuring the highest quality of teaching and learning and enabling the effective daily operation of the school
- To be an advocate for inclusion in all its forms and, through working in partnership, ensure that each child and young person is supported to achieve and experience success
- 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 Aspire Academy are shared effectively with other schools within the Trust

Main responsibilities

Strategic Leadership

- 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 Aspire Academy 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

Leading Teaching & Learning

- To ensure that each pupil receives a provision that is personalised to meet their individual needs, which prepares them for a successful adult life
- To monitor and evaluate the quality of teaching and pupil achievement
- To set accurate and aspirational targets for the school and to oversee target setting for staff and pupils
- 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 pupils 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

Organisational management

- 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 pupils and the performance of the school staff
- Ensure that staff have the resources and training with which to do their job

Leadership of staff

- 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

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 work with parents and carers to encourage their understanding of the vision and direction of Aspire Academy
- To foster multi-agency relationships in support of young people's social, emotional and academic well-being and progress
- To promote partnership working, in particular with local schools, colleges, businesses and third sector organisations

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 school and staff for Ofsted and other inspections
- To act as the Lead Professional for the Aspire AGC and work effectively and proactively with the Chair, AGC members, Trust Board and standing committees

Data Protection and Safeguarding

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all students are protected from potential harm

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
- 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
- Contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager

- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. For more information see the [DBS filtering guidance](#)

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. Your suitability to work with children and young people will form part of the selection process.

Person Specification	Essential (E) or Desirable (D)
Person Specification - Principal	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	
Commitment to Inclusive Education	E
Able to communicate an unfailing belief in the ability of each young person to succeed	E
Knowledge and understanding of inclusion and SEND practice	E
Successful experience of school leadership at a senior level	E
Experience of working in a multi professional environment	E
Highly effective communication skills, both oral and written	E
Knowledge and understanding of educational development	E
Exemplary teaching skills	E
Experience of working with school governors	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 team working	E
Leadership Skills - the ability to inspire and motivate	
Passionate belief in the potential of every child	E
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 in a cross-phase environment	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
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