March 2023

Job Description and Person Specification

**Principal**

**We seek an outstanding professional who will ensure that the young people of Bardsey Primary Academy and its wider community continue to reach their full potential, by further developing academic progress and attainment and fostering a caring and aspirational mind-set across the whole academy.**

**Job Description**

We are looking for an outstanding leader who will be able to drive forward an exciting vision for Bardsey Primary Academy and will inspire and empower others to share in achieving it. The successful candidate will be driven by a commitment to creating the best possible educational opportunities for our pupils in order to raise aspirations and transform lives. The Principal will take up the post in September 2023 or earlier through negotiation.

**Overall purpose of post of Principal**

In line with, and building on, the trust’s wider vision, the Principal will:

* further develop the academy as a safe and exciting place for children to learn and develop;
* will ensure that the academy adheres to the highest standards regarding safeguarding and child protection;
* be committed to supporting the child through their learning journey from foundation through Key Stages 1 and 2 and beyond;
* further develop the innovative, creative curriculum utilising the latest technologies;
* further develop in all pupils and staff versatile skills and attitudes required for lifelong learning in a rapidly changing world;
* further develop positive external relationships at a local and strategic level, in partnership with the trust and others, to promote the continued development of the academy, as a central resource for the community;
* manage a complex institution with flair and diligence;
* recognise and develop sustainable, commercial opportunities.

**Strategic direction and development**

You will:

* provide the strategic vision, effective management and operational efficiency to fulfil the ethos of the academy and champion its already established reputation for excellence;
* lead a complex organisation effectively and efficiently and ensure the successful implementation of change;
* work in conjunction with community, business and industry partners and other local community and educational organisations to develop reciprocal opportunities.

**Learning and teaching**

You will:

* develop further an innovative and motivating curriculum in conjunction with professionals, matched to all pupils’ needs;
* further drive up expectations and promote an aspirational culture;
* ensure focused, data driven improvement;
* involve pupils in the decision-making processes by developing policies and practices that treat them as respected partners in the learning process;
* promote inspirational learning and teaching;
* manage pastoral care, student welfare and anti-bullying procedures effectively;
* maintain effective assessment, recording and reporting systems of pupil progress, and ensure that challenging targets are met.

**Leading and managing staff**

You will:

* promote the academy ethos in which the highest achievements are expected from all members of the academy community;
* establish where appropriate and develop further effective team working practices;
* ensure rigorous procedures for monitoring the performance of all staff including setting objectives and individual personal development plans;
* ensure the trust’s aspirational and motivational culture is appreciated and sustained.

**Efficient and effective use of staff and resources**

You will:

* work closely with the Chief Financial Officer to advise the Governing Body on the formulation of the annual budget in order that the academy secures its objectives;
* ensure that the allocation and use of accommodation provides a positive and safe learning environment that promotes the highest achievement for all;
* develop the academy’s commercial opportunities;
* develop the academy’s vision for IT in partnership with the Director of Digital Strategy.

**Accountability**

* work effectively with the Chief Executive Officer, Deputy Chief Executive Officer, Deputy Executive Principals, the Chair of the Governing Body and the Governing Body itself to enable it to meet its responsibilities for securing effective teaching and learning and high standards of achievement, and for achieving efficiency and value for money;
* work closely with The GORSE Academies Trust, its other academies, strategic partners and stakeholders.

**Person Specification**

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| **Attributes** | **Essential** | **Desirable** |
| **Qualifications** | * Degree or other relevant qualification at this level. | * Relevant further degree or equivalent. |
| **Experience** | * Track record of successful senior leadership experience. * Experience of successfully changing organisational culture in relation to aspiration, teaching practices and standards. * Experience of developing and leading curriculum innovation, using latest technologies. * Experience of raising standards. | * Financial, budgetary and resource management experience with commercial acumen. * Experience of engaging with community, business and industry partners. |
| **Knowledge, Skills and Abilities** | * Proven expertise in safeguarding and child protection. * Ability to see the opportunities and strengths to be gained through close partnership with partner academies. * Awareness of commercial enterprise and opportunity. * Ability to lead and manage a fully inclusive school. * Ability to lead the design and development of an innovative curriculum. * Ability to understand, analyse and make effective use of a wide range of data. * Ability to work effectively with members of the local community and a range of stakeholders in developing the academy as a community resource. * Ability to provide a safe environment to ensure the physical and psychological safety of all pupils. | * An understanding of the challenges of secondary and Post-16 education. |

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

**Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.**