



Job specification

Appointment of Principal:
Bedminster Down School

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Post title: Principal

Grade: competitive salary depending on experience

Hours of work: full time

Responsible to: Director of Education

Date: September 2022 / January 2023

Responsible for:

- Standards, the quality of teaching and learning, strategic leadership and the effective operation of Bedminster Down School.

Purpose of role

- To provide inspirational, dynamic and effective leadership of Bedminster Down 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 work as a senior leader within Futura Learning Partnership and contribute to its success as a member of the Executive Leadership Team
- To ensure that the work and successes of Bedminster Down School 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 Futura Learning Partnership's strategic plan, setting out very high expectations with a clear focus on student achievement
- To lead Bedminster Down 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.

Leading teaching and learning

- 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.

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 and 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.

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 and partnership

- To work alongside other academies in Futura Learning Partnership 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 Bedminster Down School
- To ensure the school acts as a resource for the whole community
- To promote multi-agency working in support of young people's emotional and academic wellbeing and progress
- To promote partnership working, in particular with local schools, businesses and higher education institutions
- Provide access for primary pupils to the specialist facilities available in Bedminster Down School
- 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 school and staff for Ofsted and other inspections
- To act as the lead professional for the Bedminster Down 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 and 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.
- Futura Learning Partnership 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, Futura Learning Partnership 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 Futura Learning Partnership's aims	E
Committed to equality and diversity	E

Other

Ability to work outside normal working hours	E
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