

Academy Principal

Post Title:	Academy Principal
Grade:	Leadership (L16 - L22)
WTE:	Full time
Responsible to:	Executive Lead, Education
Responsible for:	Staff and students at Castilion Primary School
Location:	Castilion Primary School
Functional links with:	Trust Leadership Team, School Leadership Teams, Local Governing Body, Central Team
External links:	Members, Trust Board, Local Authority, ESFA, DfE and other external agencies

JOB DESCRIPTION

Main purpose of the job

The Principal is the leader of the Academy, working closely with the Senior Leadership Team, to ensure that the Academy pursues its vision and meets its educational and development aims. They will have responsibility for the decision-making processes and strategic planning involved in the running of the Academy in collaboration with their Executive Leader and the local governing body.

They will have high expectations of students and staff, and promote the highest standards of business ethos within the Academy and strategically ensure the most effective use of resources in support of the Academy's learning objectives, always ensuring best value.

The main responsibilities of the role can be broken down into five broad areas, including:

Academy Leadership and Strategic Management

- leading and supporting staff and students, promoting the Academy's vision, mission, ethos, values and strategic aims
- working with the Trust to create a shared vision and strategic plan that inspires and motivates students, staff and all other members of the Academy community
- negotiating and influencing strategic decision making within the Academy's Senior Leadership Team
- achieving any performance criteria, objectives or targets agreed with or set by the Trust / Local Governing Body

- promoting and safeguarding the welfare of all children and young people within the Academy by ensuring that the Academy's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff, students, parents and others feel able to raise concerns and that these are addressed sensitively and effectively
- establishing a culture that promotes excellence, equality and high expectations for all students including those with SEND, ensuring there is an inclusive environment for all
- ensuring the vision for the Academy is clearly articulated, shared, understood and acted upon effectively by all
- working within the Academy community to translate the vision into agreed objectives and operational plans, which will promote and sustain Academy improvement
- providing the vision, leadership and direction for the Academy and ensuring it is managed and organised to meet the aims and targets set by the Trust
- working with the Trust and others to evaluate the Academy for continuous improvement, developing policies and practices
- being responsible for the day to day management, organisation and administration of the Academy
- working to secure the commitment of the wider community to the Academy by developing and maintaining effective partnerships with all stakeholders: schools, parish church, other services and agencies for children, the Local Authority, other academies within the Trust
- collaborating with others to raise educational standards across the Academy

Financial Management

- In collaboration with the central trust team, monitoring a financial plan for the Academy that will indicate the trends and requirements of the Academy development plan and will forecast future year budgets
- ensuring that resources are efficiently and effectively used to achieve the Academy objectives and making sure its money is well spent
- ensuring the Academy complies with all statutory and contractual requirements as outlined by the Trust
- regulation and procedures, liaising with the LA or other institutions as required

Staff Management

- Working with your Executive Lead to oversee a programme of development and training for all staff, which includes succession planning
- Working with your Executive Lead and the central HR Team to ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements

- leading the creation of an environment where staff and students feel empowered and ambitious and there is visible acknowledgement that all contributions are equally valued

Health and Safety

- ensuring a safe and secure environment for all stakeholders in the provision of the Academy's core business of teaching and learning
- ensuring the continuing availability of utilities, site services and equipment
- ensuring the Trust's Health and Safety Policy statement is clearly communicated and available to all staff, and supporting middle managers to manage and maintain the policy
- overseeing the implementation of the Health and Safety Policy at all times, and that it is subject to review and assessment at regular intervals or as situations change
- ensuring that staff undertake the training as required by the Trust
- ensuring systems are in place for effective monitoring, measuring and reporting of Health and Safety issues to the Trust

Safeguarding

- ensuring that the policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff
- ensuring that sufficient resources and time are allocated to enable the Designated Safeguarding Lead and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings
- ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistleblowing practices

PERSON SPECIFICATION

The candidate appointed as the Academy Principal will meet the following Person Specification. During the selection process that will be informed by the application, interview and references, the Amadeus Primary Academies Trust will look for evidence of compliance.

Category	Essential	Desirable
Qualifications and Experience		
Graduate	✓	
Teaching qualification and holding QTS	✓	
NPQH	✓	
Professional knowledge, skills and competences		
Substantial experience of being an outstanding leader with a good record of leadership and management in a challenging educational environment	✓	
Experience of successful delivery against agreed improvement plans	✓	
A motivator and leader who inspires confidence in staff and students so they can succeed and achieve their personal best	✓	
The ability to articulate clear visions and strategies	✓	
A track record of providing inspirational leadership to staff	✓	
A track record of demonstrating a collaborative and supportive approach to leadership	✓	
Sound finance and HR knowledge	✓	
An understanding of Health and Safety and site related issues	✓	
Negotiating skills	✓	
Excellent communication, ICT and presentation skills both written and oral	✓	
Ability to communicate effectively with a range of people and stakeholders	✓	
Experience of Headship		✓
Experience		
Experience in managing, leading and developing staff at a senior level	✓	
Experience of change management in a large organisation		✓
Experience in strategic planning	✓	
Leadership of a project or initiative		✓
Experience within an education establishment (MAT preferable)	✓	
Personal Characteristics		
Commitment to safeguarding having due regard for Keeping Children Safe in Education	✓	
Attention to detail	✓	
Ability to prioritise and manage own time effectively	✓	

Ability to work under pressure and to challenging deadlines	✓	
High integrity and openness	✓	
An exceptional role model	✓	
Ability to be reflective and self critical	✓	
Flexibility, creativity and the ability to think laterally	✓	
A belief that everyone can benefit from, and has an entitlement to high quality educational opportunities	✓	
A personal commitment to lifelong learning and continuous professional development	✓	
Commitment to high standards and expectations, best value and continuous improvement	✓	
Ability to effectively engage with students, parents, the wider community and other stakeholders		