

## JOB DESCRIPTION AND PERSONAL SPECIFICATION



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<b>SCHOOL:</b>	College Central
<b>POST:</b>	Principal
<b>EMPLOYMENT TYPE:</b>	Leadership
<b>SCALE ALLOWANCE:</b>	L22 – 28
<b>CONTRACT TYPE:</b>	Full-Time - Permanent
<b>RESPONSIBLE TO:</b>	Chief Executive Officer
<b>RESPONSIBLE FOR:</b>	The Principal is responsible for providing an excellent education for all pupils at the Academy. The Principal will work closely with their senior team to establish outstanding teaching and learning and to develop an exceptional school culture.

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### **Key Responsibilities**

- Leadership of the academy and its staff in order to achieve extremely high standards of teaching and learning, behaviour and attainment.
- Implementation and co-ordination of the vision, ethos and strategy for the academy
- Leadership of effective external relationships, including the local community and other stakeholders.
- Work closely with the Executive Leadership Team providing regular reports and updates with regards to performance, staffing, finance, outcomes and strategic direction.

### **Main purposes of the job**

#### **Shaping the Future**

The Principal of College Central will work closely with the Chief Executive Officer to:

- Maintain and extend an ethos and provide educational vision and direction which secures effective teaching, successful learning and achievement by all pupils.
- Secure the commitment of the whole College Central community to the vision and direction of SABDEN the Chief Executive Officer and the Trustees.
- Present a coherent and accurate account of College Central's performance in a form appropriate to a range of audiences including the Trustees, the CEO, Ofsted and others, in order to enable them to play their part effectively.
- Lead by example, provide inspiration and motivation and embody vision and purpose in the leadership of College Central for the pupils, staff, Trustees, parents and carers.
- Ensure that all those involved in College Central are committed to its aims and are accountable for meeting long, medium and short term targets to secure College Central improvement.
- Motivate all concerned with College Central and create a shared culture and positive climate.

## **Strategic Direction and Development**

- Work alongside the Chief Executive Officer to develop the strategic view for the Academy and to analyse and plan for the future needs and further development of the College in liaison with its stakeholders.
- Ensure that the management, organisation and administration of College Central supports the vision and aims of SABDEN the Chief Executive Officer and the Trustees.
- Monitor, evaluate and review the effect of policies, priorities and targets of College Central.

## **Leading & Managing**

- To lead, motivate, support, challenge and develop staff to secure improvement.
- To secure and sustain effective teaching and learning throughout the Colleges and to monitor and evaluate the quality of teaching and standards of pupil achievement using benchmarks and target setting for improvement.
- Motivate and enable staff to carry out their respective roles to the highest standards, through high quality continuing professional development based on an assessment of needs.
- Implement and sustain effective systems for the management of staff performance incorporating targets for teachers, targets relating to pupils achievement and personal professional development.
- Plan allocate support and evaluate work undertaken by groups, teams and individuals ensuring clear delegation of tasks and devolution of responsibilities and holding staff to account for the outcomes and impact.
- Maximise the contribution of staff to improve the quality of education and care provided and ensure that constructive working relationships are formed between staff, pupils, parents/carers.
- Ensure that all staff have access to appropriate professional development opportunities.
- Participate in arrangement for performance management and take responsibility for promoting own professional development.
- Take overall responsibility for the organisation, co-ordination and implementation of College Central's curriculum in specified Units and its assessment; monitor and evaluate them in order to identify and act on areas for improvement.
- Ensure the Chief Executive Officer and Trustees are well informed about policies, plans and priorities for all areas of the College Central.
- To take the lead in ensuring that pupils have access to education and that the behaviour policy of College Central is adhered to at all times.
- To line manage the senior management team of College Central.
- To specifically oversee the management:
  - a) To help create and maintain an ethos that promotes effective teaching and learning and improvement in pupil behaviour suitable for pupils with or without SEN.
  - b) To take lead responsibility for teaching and learning and monitoring the quality of teaching and pupils' achievements including the analysis of performance data.
  - c) To liaise with those with responsibility for teaching and learning and monitoring the quality of teaching and pupils' achievements including the analysis of performance data across Central College.
  - d) Developing positive working relationships between colleagues, staff and pupils across the College.
  - e) To develop, implement, monitor and evaluate College Central Behaviour Policy and systems within the operations of College Central day.
  - f) To ensure that suitable targets are set for pupils, monitored and evaluated.

- g) To work with the Staff team to ensure that they foster emotional, social and behavioural development.
- h) To work with the Staff team to develop effective relationships with parents and outside agencies. To ensure that systems are in place for staff supply cover in cases of absence.
- i) To ensure that there is a production of staff timetables and rotas.
- j) To work with staff in other areas of the SABDEN M.A.T. to share and develop expertise and resources.
- k) To work with the staff team to create development activities and evaluate outcomes.
- l) Take responsibility for the performance management process as required and use the process to develop personal and professional effectiveness across College Central.
- m) To ensure that there is support to supply teachers, teachers and teaching assistants and student teachers.

### **Efficient and effective deployment of staff and resources**

- To deploy efficiently and effectively staffing resources in line with the College's remit of not only the day to day operations but also within the strategic planning and financial contexts.
- Manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupil's achievements, ensure efficiency and secure value for money.
- Manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Advise the Chief Executive Officer on appropriate priorities for expenditure, and ensure effective administration and control.

### **Accountability**

- Be accountable to the Chief Executive Officer for the efficiency and effectiveness of College Central.
- Provide information, objective advice and support to the Chief Executive Officer to enable responsibilities for securing effective teaching and learning and improved standards of achievements to be met.
- Present a coherent and accurate account of College Central's performance in a form appropriate to a range of audiences including parents, Trustees, the local community, Ofsted and the Chief Executive Officer to enable them to play their part effectively.
- Plan for effective monitoring, evaluating and reviewing of plans to secure progress and College Central improvement, reporting regularly to the Chief Executive Officer.
- Develop, write and monitor the College Central S.E.F reporting regularly to the Chief Executive Officer.
- Develop write, monitor and evaluate the College Central improvement plan reporting regularly to the Chief Executive Officer.
- Provide as required any local and national data required by the Chief Executive Officer or the Trustees.
- To think creatively and imaginatively to anticipate and solve problems and identify opportunities.
- Responsibility for Health and Safety and welfare.
- Undertake any other responsibilities as reasonable directed by the CEO or Board of Trustees.

The duties described above may be reviewed and amended in consultation with the post holder, in the light of any changes in the requirements and priorities within College Central.

Variations in the duties of the Principal of College Central may be a common occurrences and cannot in themselves justify a re-grading of the post.

## **Person Specification for SABDEN Principal – College Central**

### **1. Essential Criteria**

#### **Knowledge and Experience**

- Qualified to degree level or above
- Qualified to teach and work in the UK
- Successful experience of school leadership at a senior level

#### **Behaviours**

##### **Leadership and Management**

A leadership style that enables high performance

- Ability to lead, coach and motivate staff
- Ability to address underperformance
- Ability to develop a pipeline of high quality leaders
- Ability to plan and organise effectively to ensure not only great outcomes but achieved in a way that is manageable and sustainable for all members of staff including the Principal.
- Ability to systematically implement key activities and develop an overview of systems and practice.
- Strong interpersonal, written and oral communication skills
- Resilience and motivation to lead the academy through day to day challenges whilst maintaining a clear strategic vision and direction
- Commitment to the safeguarding and welfare of all pupils

##### **Vision and Strategy**

- Vision aligned to SABDEN strategy
- Ability to strategically lead on all aspects of the academy such as curriculum and assessment, teaching, behaviour, personal development, enrichment, administration, finance and communications.
- Ability to secure outcomes in line with the very best Alternative Provisions nationally.
- Excellent organisational skills and ability to delegate.
- Ability to use data and evaluative outcomes to rapidly improve outcomes and practice.
- Ability to work collaboratively with stakeholders, agencies and peers

##### **Other**

This post is subject to enhanced Disclosure and barring Service checks

### **2. Desirable Criteria**

- Nationally Recognised Professional Management Education Qualification
- UK valid driving licence