

Job description

Job title: Principal	Salary: L25-31
	School/Service: Culloden Primary Academy
Responsible to: Director of School Improvement	

Purpose of the role

To ensure an excellent education for all pupils in the school.

To contribute, as an active member, to the overall leadership of the Trust and to model the standards and behaviours of an outstanding leader in education.

To follow the national headteachers' standards (as updated from time to time) in fulfilling the role and responsibilities of Principal.

To establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently.

Key duties and responsibilities

Accountability

To be accountable to the Trust, which shall include the Director of School Improvement, the Chief Executive Officer (CEO), and the Board of Directors, for overall performance.

Safeguarding

To be the Designated Safeguarding Lead (DSL) for the school, and take lead responsibility for safeguarding and child protection within the school. Ensure the protection and safety of pupils and staff through effective approaches to safeguarding.

To take professional responsibility for keeping up to date with safeguarding knowledge, skills and developments including those relevant to the DSL role.

To be the designated teacher within the school responsible for promoting the educational achievement of children who are looked after.

Relationships

To establish, develop and maintain professional and effective working relationships with the Director of School Improvement, CEO and the other members of the Board of Directors, staff, parents/carers and pupils/students, other academies in the Trust, stakeholders, agencies and members of the local community.

To develop a positive ethos in the schools in which individuals feel valued and where personal endeavour and responsibility are encouraged.

Strategy and Leadership

With the Director of School Improvement, CEO, Board of Directors and other key stakeholders, to develop and implement an agreed strategic plan for the school that includes short, medium and long term targets and which is based upon secure and robust financial/resources planning.

To ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.

Teaching and Learning

To develop and implement a broad and balanced curriculum, as agreed with the Director of School Improvement, the CEO and the Board of Directors.

To focus relentlessly on improving, monitoring and evaluating the quality of teaching for all pupils.

To ensure that pupils achieve highly.

To have the highest expectations for pupils' behaviour at all times, including their attitudes to learning in the lessons.

Assessment and Reporting

To ensure the use of regular assessment to monitor attainment and progress and respond appropriately to such monitoring.

To maintain regular communication with parents/carers to report on levels of attainment and progress.

To ensure that a yearly summary letter is written and shared with pupils and their families.

To report all data required by the Department for Education, the local authority and any other agency. Further, to ensure this information is provided to the Board of Directors and relevant committees.

Staff Management

To facilitate and support teaching and learning through the maintenance and development of a high quality learning environment.

To ensure all staff understand the values and ethos of the school, and the current aims and objectives, and their role in making sure they are fulfilled.

To be responsible for the effective performance management, deployment, management and effective supervision of all school staff. This includes implementing a strong performance management culture and systems that help to further the overall objectives of the school.

To ensure that decisions take careful account of workload implications for staff.

Resources and Management

To oversee the delegated finances and facilities and other resources in conjunction with the CEO. This includes the implementation and maintenance of secure procedures and systems and adherence to the Trust's financial code of practice.

To recruit, retain, develop and motivate staff in such ways as are consistent with the Trust's policies, systems and culture.

To manage the operational functions of the school's administration and premises management teams.

To provide the relevant Trust committees with all their requirements. This includes school self-evaluation and the school improvement plan.

Interpersonal skills

To develop an effective leadership and management style that is consistent with the values and culture of the Trust and the school.

To demonstrate excellent communication skills, compassion, diplomacy, honesty and frankness.

To have the ability to give and to receive feedback as a tool for continuous personal improvement.

Equal opportunities statement

Adhere to the Trust's Equal Opportunities policies and ensure anti-discriminatory practice at all times.

Commensurate Statement

Undertake any other reasonable duties commensurate with the grade as determined by the Principal or Service Head.

Child Protection

To follow the child protection procedures adopted by the Trust, and have due regard for safeguarding and promoting the welfare of children and young people.

Signed: _____ **Date** _____
Postholder

Signed: _____ **Date** _____
Principal/Service Head

Person Specification - Principal		
Qualifications	Application	Interview
Educated to degree level	x	
Qualified teacher	x	
Able to work in the UK	x	
Experience		
Successful experience in a senior leadership role in a school with a proven track record of raising standards.	x	x
Extensive experience of working across several key stages (Desirable).		x
Knowledge and experience of financial/resource management, including effective deployment of pupil premium funding (Desirable).		x
Proven record as a highly effective teacher with a deep understanding of high quality teaching and learning.	x	x
Extensive experience of developing staff, team building and effective staff management.		x
Experience of providing a curriculum, based on the national curriculum, that is broad and balanced and has a positive impact on pupils'/students' well-being and their spiritual, moral, social and cultural development (Desirable).		x
Experience of securing and maintaining high standards of behaviour, including pupils' /students' attitudes to learning.	x	x
Strategic vision and professional knowledge/understanding		
Vision aligned with that of the Trust.	x	x
Being able to assess risks and make sound judgments based on proper risk assessment.		x

Clear understanding and commitment to the strategies required to maintain and further improve the high standards of pupil/student attainment and achievement for all pupils including SEN and the hearing impaired.		x
Able to develop a shared vision, to inspire and build confidence and to secure and sustain the culture of high expectations.		x
In-depth knowledge and understanding of current educational priorities and Department for Education and Ofsted expectations.		x
Able to manage and further develop the established effective working relationships with parents/carers, directors, and all other stakeholders.		x
Able to develop strategies for engaging parents/carers, including those who are hard to reach, for the benefit of pupils/students.		x
Able to maintain and develop a strong, proactive staff team, where individuals make a full contribution to achieve the school/s shared vision and values.		x
A good understanding and a demonstrable commitment to equality and inclusion across all aspects of school life in both principle and practice.		x
Personal qualities		
Assumes accountability and personal responsibility for all aspects of performance.		x
Emotional resilience and stamina when dealing with the regularity of day-to-day, highly challenging issues and circumstances.	x	x
Dedicated to ensuring the safety and welfare of all pupils and staff.		x
Excellent communicator with effective listening and negotiating skills; articulate and confident.		x
Ability to represent the school/Trust in high profile meetings with confidence and credibility.		x
Ability to manage oneself, including time management and		x

professional direction and development, and the ability to work effectively under pressure.		
To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.	x	
An enhanced DBS check satisfactory to the Trust will be a condition of your appointment.	x	