



## Job Description and Person Specification

<b>POST TITLE:</b>	<b>Principal</b>
<b>SCHOOL:</b>	<b>Avanti Grange Secondary School</b>
<b>RESPONSIBLE TO:</b>	<b>Education Director</b>
<b>LINE MANAGEMENT OF:</b>	<b>School based staff</b>
<b>CONTRACT TERM:</b>	<b>Full-time, Permanent</b>
<b>SALARY RANGE:</b>	<b>L25 to L30</b>

### Principal responsibility:

The Principal will provide highly effective leadership, organisation and management of the school to secure high quality education and care to all students. This would include seeking ways of continually improving outcomes for students, and developing organisational structures and functions based on rigorous self-evaluation. The Principal will ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment. These leadership and management responsibilities imply that through their specific roles and responsibilities, all adults working in the school and the resources will be deployed to achieve best value for money. The Principal will seek to build the school as a highly successful organisation through effective collaboration with parents and others.

### Key Responsibilities:

- Be responsible for the overall management of the school to ensure an excellent standard of education provision for pupils
- Ensure the efficient running of the school by developing and maintaining effective whole school systems, practices and procedures to create an organisational culture which is embedded in the Trust's ethos and values.
- Lead, help, support and encourage all teaching and non-teaching staff in school, promoting and developing an effective internal communication system.
- Maintain and develop effective school self-review and improvement planning processes.
- Be an excellent practitioner and lead by example at all times by demonstrating consistent high standards of personal and professional conduct, acting within the statutory frameworks which set out their professional duties and responsibilities.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school.
- Develop effective professional relationships with colleagues.
- Lead the school and its staff to achieve the highest standards of teaching and learning, achievement and attainment and pupil behaviour.
- Assure the establishment and growing strength of the Avanti mentoring and academic support systems. Implementation and coordination of the vision, ethos and strategy for the school.



- Lead and nurture of the distinctively inclusive Avanti ethos and positive school culture.
- Lead of effective external relationships, including with the community and other stakeholders.
- Make a positive contribution to the overall direction and development of the growing family of Avanti schools.
- Recruit, train, motivate and mentor all staff to achieve the best outcomes for all pupils.
- Instil an ethos of high expectations for behaviour and achievement of all pupils.
- Lead the development of the primary curriculum and culture.
- Maintain strong working relationships with the community, agencies and stakeholders, including parents, families and the Governing Body.
- Develop partnerships with other local schools, education providers, businesses and agencies to ensure that Avanti Farm plays a key role in the life of the community and learners have access to and an understanding of their community and their roles in it.
- Ensure robust operational systems are in place that support the school's efficient functioning.
- Oversee, as it grows, the school's finance and facilities so that the school assures the very best for all its learners.
- Share innovation and work with others in Avanti schools to develop good practice.

**Vision and strategy:**

- Vision aligned with the Avanti Schools Trust's high aspirations and high expectations of self and others.
- Clear vision and understanding of how to implement and sustain high quality education in a primary school.
- Strategically leading on all aspects of the school, such as curriculum, teaching, learning, professional development, administration, finance and communication.
- Clear vision and understanding of the strategies to establish consistently high standards of behaviour and commitment to relentlessly instilling these strategies.
- Excellent organisational skills and ability to delegate effectively.
- Able to effectively use data and performance information to challenge and support learning and raise standards for all.

**PRINCIPAL – AVANTI GRANGE SECONDARY SCHOOL  
PERSON SPECIFICATION****1. QUALIFICATIONS AND TRAINING**

S/L Criteria		Essential	Desirable
1	Qualified teacher status	✓	
2	Degree	✓	
3	Higher degree		✓
4	Management qualification		✓
5	National Professional Qualification for Headship (NPQH) or equivalent	✓	

**2. TEACHING AND MANAGEMENT EXPERIENCE**

S/L Criteria		Essential	Desirable
1	Leadership experience at headteacher level within a secondary school		✓
2	Leadership experience at deputy head level within a highly successful secondary school	✓	
3	Experience of management in a multi-professional environment required for post		✓
4	Experience in more than one school	✓	

**3. PROFESSIONAL KNOWLEDGE AND UNDERSTANDING**

S/L Criteria		Essential	Desirable
1	Educational development of primary and secondary aged pupils	✓	
2	School leadership and management	✓	
3	Excellent teaching and learning strategies to meet the diverse needs of all to achieve and enjoy learning	✓	
4	School improvement strategies	✓	



5	Budget Management	✓	
6	People Management	✓	

#### 4. PERSONAL SKILLS AND QUALITIES

S/L Criteria		Essential	Desirable
1	A very high standard should be demonstrated in the following	✓	
2	Genuine passion and a belief in the potential of every student	✓	
3	Ability to establish positive relationships with pupils and adults	✓	
4	Effective leadership style that encourages participation, innovation and confidence	✓	
5	Ability to lead, coach and motivate staff within a performance management framework, including professional development.	✓	
6	Ability to develop the leadership skills of others.	✓	
7	Strong interpersonal, written and oral communication skills	✓	
8	Accepts personal responsibility for their own actions	✓	
9	Resilience and motivation to lead the school through day-to-day challenges while maintaining a clear strategic vision and direction.	✓	
10	Motivation to continually improve standards and achieve excellence	✓	
11	Commitment to the safeguarding and welfare of all pupils	✓	
12	Inspires confidence	✓	

#### 5. FURTHER REQUIREMENTS

	Essential	Desirable
Application forms should be completed in full	✓	
Letters of application should be clear and concise	✓	