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| **Post Title:** | **Principal** |
| **Job Purpose:** | * Strategic leadership and management of Fulwood Academy and development of the academy * Leading the Strategic Management and Operational Management Team within the academy * The strategic development and operation of academy * Reporting to the Governing Body on performance, progress and operation * Ensuring Ofsted readiness including oversight of the academy’s SEF * Oversight of the Academy’s Improvement Plans * Be responsible for leading and co-ordinating curriculum development and planning, teaching and learning for the academy |
| **Responsible to:** | Chair of Trustees/ Trust Board |
| **Responsible for:** | * All academic provision for the Fulwood Academy * Leading the whole staff team focussing on provision |
| **Liaising with (working relationships):** | * Vice Principals * Assistant Vice Principals * Director of Finance and Operations * Strategic Leadership Team of the Trust * Strategic Leadership Team within the Academy * Operations Management Team * Teaching & Support staff * Governing/ Trust Bodies * Local Authority * Other Academies which may join the Trust * Network organisations * Professional Bodies * Ofsted/ DfE |
| **Hours of Work:** | Full time |
| **Grade/ Range of Post:** | To be determined |
| **Location:** | Fulwood Academy |
| **Disclosure Level:** | Enhanced |
| **Main/ Core Duties:** | * Lead the Senior Management in the annual curriculum review and assist in preparing a curriculum which meet the needs of pupils and deliver key outputs * Working with the Director of Finance and Operations to set an annual budget * Work with the Strategic & Operational leadership teams and governing body to translate academy vision into agreed objectives and operational plans which promote and sustain academy improvement * Ensure that the academy ethos, principles, policies and procedures are embedded * Line manage, support and challenge the Vice Principals an Assistant and Vice Principals thereby holding them to account for all aspects of the performance for which they are responsible * Oversee the budget working closely with the Director of Finance and Operations * Oversee the curriculum of the academy working closely with the Vice Principals ensuring that it is within agreed academy parameters and that it builds on opportunities available * Delegate key responsibilities within this section of the job description to the Vice Principals or other relevant staff and monitor progress * Line manage colleagues working within the Academy Strategic and Operations Management Team. * Be an active member of the Trusts strategic management team |
| **Leadership of the Academy Senior Leadership Team:** | * Carry out quality assurance activities as and when required including lesson observations * Deliver CPD programmes e.g., lesson observation training and training to improve teaching and learning etc. * Oversee and co-ordinate the operation of any relevant Strategic Development Groups * Carry out in-depth performance analysis of using internal/ external data reporting back to the Governing Body as appropriate * Lead and guide the academy in target setting * Assure the quality of academy Improvement Reports and SEFs * Facilitate/lead individual Academy Strategic Leadership Team/Group Meetings as appropriate * Lead/support the preparation process for Ofsted inspections across the academy * Carry out research, development projects and reviews across academy * Co-ordinate the planning and delivery of Partnership and Collaboration Days with other schools/academies |
| **Strategic Development and Operation of the Academy:** | * Work with the Trust Board/ Governing Body to provide direction and ambitious vision for the academy * Develop and deliver the Academy Strategic Plan * Work to define, develop and maintain policies and procedures * Attend Trust/ Academy Governing Body meetings and other governance related meetings as appropriate * Develop partnership and collaboration work across the Trust and the wider groups * Seek continually to ensure value for money and performance improvement in academy’s provision * Develop curriculum provision being mindful of national developments * Review future staffing needs to meet future developments |
| **Service Provision:** | * Ensure that the academy’s curriculum is broad and balanced, meets the needs of the pupils, that it enables the academy to achieve key performance targets, and delivers good value for money * Ensure provision of an operational timetable which enables all pupils to achieve targets and makes efficient and effective use of academy’s resources. * Ensure the academy’s annual calendar provides for the needs of all staff and pupils to fully develop and display their talents, and to keep parents and the wider community involved and informed * To be responsible for promoting and safeguarding the welfare of children and young people within the academy |
| **Service Development:** | * Advise the Trust/Governing Body on the development of vision, values, ethos, strategy and performance to ensure that all elements of the academy’s work contribute to improving educational outcomes * Work with the Department for Education, local authorities and LEA in identifying how the academy can be of service to the wider community * Maintain national and local networks which enhance the profile of the Academy and enable it to play its part in system leadership * Operate a programme of leadership training with the academy which gives security and sustainability to its work |
| **Staffing/ Staffing Development:** | * Ensure that the senior team focusing on provision provide a programme of CPD for staff which delivers a continuously improving service as measured by performance target * Conduct effective performance management for an identified group of staff and those appropriate programmes are designed to meet such needs * Lead INSET programmes within the Academy/ Trust |
| **Recruitment/ Deployment of Staff:** | * Lead in any staff recruitment, redeployment & restructuring at the academy * Recruit and motivate high performing Vice Principals and Assistant Principals, senior managers and staff to create high calibre staffing across the academy |
| **Quality Assurance:** | * Ensure critical evaluation of performance which secures continually improving performance and rigorously challenge any under-performance * Ensure that personal contribution to curriculum delivery is an exemplar to other academic staff |
| **Management Information and Administration:** | * Provide the Trust/ Governing Body with appropriate reports enabling a thorough understanding of the performance of the academy. * Provide the Trust/ Governing Body with the information they require in order to make informed strategic judgments about the growth of the academy within the wider education system and the challenges, opportunities and threats within the system * Ensure all information required by the trustees, governors, and Board of Trustees/ Governing Body, to evaluate the academy’s provision is produced accurately, timely and efficiently |
| **Communications:** | * Effectively articulate to all stakeholders in a variety of ways, the vision which underpins all aspects of the academy’s provision * Ensure that all communications with stakeholders demonstrate the values of the Academy/ Trust |
| **Marketing and Liaison:** | * Maintain effective working relationships with external agencies and services contracted to the academy and the Local Authority * Ensure that there is liaison and co-operation with authority officers’ professional bodies, agencies and services * Liaise with other educational establishments, especially other partner institutions within the Trust, in order to promote the continuity of learning, progression of achievement and curriculum development * Develop and maintain positive links and relationships with the community, local organisations * Develop, nurture and maintain the positive image of the academy * Maintain good relationships with individuals, groups and staff unions and associations * Attend all functions and meetings necessary to support the delivery of the role, ensuring the values of the academy are promoted * Actively/ positively promote the services of the academy |
| **Management of Resources (non-staffing):** | Be responsible for the safe use and safe keeping of academy resources. |
| **Corporate Responsibility:** | * Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person/body * Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop * Contribute to the overall ethos/ work/ aims of the Academy/ Trust * Appreciate and support the role of other professionals and support staff * Attend and participate in relevant meetings as may be reasonably required * Play a full part in the life of the academy community and encourage staff and pupils to follow this example * Promote actively the academy corporate policies * Comply with the academy health and safety policy and undertake risk assessments as appropriate |
| **Other Specific Responsibilities:** | * Contribute to the overall ethos, work and aims of the academy * Carry out all duties in the most effective, efficient and economic manner * Be responsible for personal CPD and participate fully in training and development opportunities identified or as an outcome of performance management * Participate fully with arrangements made in accordance with the Academy ’s Performance Management Policy * Perform any other reasonable duties as requested by the Chair of Trustees/ Chair of Governors * Participate in relevant safeguarding& safety training to ensure current knowledge and practice relevant to the area is maintained |
| **Safeguarding:** | The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so. |
| **General Statement:** | This job description sets out the main duties and responsibilities of this post at the time of drafting. It cannot be read as an exhaustive list. It is current at the date shown, but in consultation with the post holder may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title. |
| **Date:** | 5th January 2022 |