

# Job Description

Job Title: Principal

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Location: Gt Yarmouth Primary Academy, Gt Yarmouth

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Closing date: 17th September 2021

<b>Job title</b>	<b>Principal</b>
<b>Salary Scale</b>	<b>Leadership</b>
<b>Hours of Work</b>	<b>Full Time</b>
<b>Responsible for</b>	<b>Line management of senior leadership team</b>
<b>Location</b>	<b>Gt Yarmouth Primary Academy, Gt Yarmouth</b>

### **INSPIRATION TRUST PURPOSE:**

- To be an outstanding family of schools, transforming education in the East
- To improve outcomes and life chances for our most vulnerable and disadvantaged young people through education
- To lead schools that are truly inclusive whilst also having an academic vision where children achieve highly

### **MAIN PURPOSE OF ROLE**

The principal's core duty is to provide the leadership and management necessary to secure high quality educational provision and to achieve the highest outcomes for pupils.

The principal, working with the chief executive and secondary or primary director will develop a strategic direction for the school and analyse and plan for its future needs and further development within its local, national and international context.

- To provide high quality strategic and operational leadership
- To provide inspiring and motivational leadership, whilst having the highest of aspirations for the school, in line with the ethos of the trust
- To provide professional leadership in securing the school's success, ensuring high quality education for all its students and improved standards of achievement.
- To ensure that the school has an inclusive offer that meets the needs of all pupils, particularly the most disadvantaged and the most vulnerable.
- Working with the trust board, chief executive, primary or secondary director and academy governing body, the principal will provide leadership and direction for the school and ensure that it is well managed in order to meet its aims and targets.
- Responsibility for the continuous improvement of all aspects of school provision, including quality of curriculum and teaching, and pastoral and academic support for pupils.
- Responsibility for the development of school policies and practices and for implementation of central trust policies
- Responsibility for ensuring that resources are efficiently and effectively used to achieve the school's and Trust's aims and objectives.

- Securing the commitment and support of the academy's wider community by developing and maintaining effective networks with, for example, other schools, higher education institutions, employers and careers services.
- Responsibility for creating a purposeful, orderly and disciplined learning environment and for the day- to-day management, organisation and administration of the school.
- Effective leadership of all staff, including leadership of staff development and training and high impact performance management.
- Responsibility for the safeguarding of all members of the school community and for ensuring fully compliant implementation of all policies around safeguarding.
- Ensuring that Inspiration Trust is always presented positively within and beyond our schools
- Helping position the Trust as nationally leading in education, particularly for pupil achievement and for high standards and cultivating strong influencing relationships with relevant societies, public and private sector partners, testing and examination consortia and national policy makers.

## **PRINCIPLE ACCOUNTABILITIES OR ACTIVITIES**

- Commitment to, and communication of, a clear vision for an effective school
- Establishing and maintaining a positive culture where achievement and learning is valued and the whole school implements an inclusive approach
- Initiate and manage change and improvement in pursuit of strategic objectives
- Prioritising and planning, in line with the school annual development plan and to ensure effective school operations
- Achieving challenging professional goals and also meeting aspirational school targets
- Ensuring the highest of behaviour standards, as part of an inclusive approach
- Directing and coordinating the work of others, including appropriate delegation, including holding them to account and monitoring impact
- Building, supporting and working as part of high performing teams
- Effective school evaluation and standards monitoring, across all aspects of provision
- Positive engagement with all trust school improvement and curriculum development frameworks
- Motivating and inspiring students, staff, parents, governors and the wider community
- Setting the highest of standards standards and provide a role model for students and staff
- Managing people effectively, including the sensitive management of complex situations and resolving conflicts
- Making informed use of research findings
- Applying good practice from other sectors and organisations
- Demonstrating good business acumen and managing budgets effectively
- Making decisions based upon analysis, interpretation and understanding of relevant data and information
- Thinking creatively and imaginatively to anticipate and solve problems and identify opportunities
- Demonstrating good judgement
- Communicating effectively both orally and in writing to a range of audiences

- Establishing and managing good communication systems
- Chairing meetings effectively
- Developing, maintaining and using an effective network of contacts
- Prioritising and managing time effectively
- Working under pressure and to deadlines
- Taking responsibility for own professional development.
- Ensuring robust record keeping across all aspects of school provision and demonstrating attention to detail, as part of leading a well managed and effective school
- Ensuring are well versed with all school and trust policies relevant to role and ensuring their effective implementation
- Ensuring a high level of readiness for external regulation and review
- Contributing effectively and with positivity to the principals' group and the wider trust
- Undertaking any other tasks and responsibilities as reasonably directed by the Chief Executive or Secondary/Primary Director

## **PERFORMANCE MANAGEMENT**

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

## **CONTEXT**

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Strategic Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

## **MISCELLANEOUS**

To undertake any further tasks which could be reasonably expected by the Principal  
The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information

The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly

The Academy will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety

This is an Equal Opportunities post and is in accordance with the Academy's Equality & Diversity Policy

This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

**The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure & Barring Service) to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Trust.**

<b>PERSON SPECIFICATION</b>		
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>		
Qualified Teacher Status, degree, further relevant professional studies	✓	
Relevant further degree NPQH		✓
<b>Experience</b>		
Senior leader in a high performing academy or school	✓	
Proven track record of raising standards and particularly outcomes for pupils	✓	
Good understanding of inclusion.	✓	
Leadership of staff development.	✓	
Experience of budget management.	✓	
Leadership and management experience in more than one school		✓
<b>Attributes</b>		
Ability to work under pressure	✓	
Ability to prioritise	✓	
Ability to innovate	✓	
Demonstrable commitment to equality of opportunity and inclusive education.	✓	
Experience of working as part of a Trust or similar structure of associated schools		✓
<b>Knowledge and Understanding</b>		
Thorough knowledge and understanding of current curriculum developments and how pupils learn.	✓	
Understanding of principles and demonstrable application of school improvement strategies	✓	
Demonstrable ability to plan strategically and to lead, motivate, develop and inspire staff and to manage change.	✓	
Knowledge and understanding of principles and practices of performance management schemes for all staff within a school setting.	✓	
Ability to analyse and interpret pupil performance data and set challenging but realistic targets.	✓	
Ability to ensure an ethos and structure for sound discipline which enables all pupils to achieve and thrive	✓	
Leading on action planning evaluation.	✓	
Ability to work effectively as part of the school team and with wider stakeholders	✓	
Understanding of issues related to challenging schools.		✓

Signature .....

Name .....

Date .....