

Job Description

Job Title: Principal

Location: Jane Austen College

Job title	Principal
Salary Scale	Leadership Pay Scale L29-L32
Hours of Work	Full time – 32.5 hours per week
Weeks Worked	52
Responsible to	Executive Principal/Secondary Director
Location	Jane Austen College

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, whilst allowing all pupils to thrive and fulfil their full potential
- To lead schools that are truly inclusive whilst also having an academic vision where children achieve highly, participate fully and are happy

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 Officer and the Executive Principal/Phase 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.

Organisational relationships

- Reporting to the phase director oversight.
- Line Management responsibilities as directed by the Executive Principal/Phase Director.
- Strategic communicator with parents, carers, external organisations, Trust colleagues, Academy Committee members and pupils.

Responsibilities

Overall	<ul style="list-style-type: none"> • To be a designated Safeguarding lead within the school. • 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 Officer, Phase Director and Academy Committee, 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.
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	<ul style="list-style-type: none"> ● Responsibility for the development of school procedures 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. ● Ensuring recruitment is effectively planned and implemented in line with the CLFP and Trust recruitment processes. ● 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. ● Applying good practice from other sectors and organisations. ● 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 that Inspiration Trust is always presented positively within and beyond our schools. ● Creating an environment where a culture of mutual respect thrives. ● Initiate and manage change and improvement in pursuit of strategic objectives. ● Achieving challenging professional goals and also meeting aspirational school targets. ● 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. ● Ensure necessary collective worship arrangements are in place as required. ● Ensuring one is well versed with all school procedures 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 Officer or Phase Director.
Strategic	<ul style="list-style-type: none"> ● Prioritising and planning, in line with the school development plan, Trust KPIs and vision/values to ensure effective school operations. ● Effective school evaluation and standards monitoring, across all aspects of provision. ● Making informed use of research findings. ● Making decisions based upon analysis, interpretation and understanding of relevant data and information. ● Commitment to, and communication of, a clear vision for an effective school. ● Ability to plan for the long term and also demonstrate responsive leadership in the shorter term as priorities change.

	<ul style="list-style-type: none"> ● Structured approach to the facilitation of the Academy Committee meetings to ensure the investment of time given by Academy Committee members is optimised.
Leadership and Management	<ul style="list-style-type: none"> ● 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 pupils and improved standards of achievement. ● Effective leadership of all staff, including leadership of staff development and training and high impact performance management. ● Directing and coordinating the work of others, including appropriate delegation, including holding them to account and monitoring impact. ● Ability to support the development of colleagues; building, supporting and working as part of high performing teams. ● Ability to manage the performance of staff and hold others to account for ambitious goals. ● Ability to adapt leadership styles and priorities as required when working with varied stakeholder groups e.g. Trust Executive members, Academy Committee members, fellow Principals and senior leaders, staff, parents, carers, community groups, pupils, external LA representatives/other MATs. ● Respond to any complaint in accordance with the complaints policy.
Educational Standards	<ul style="list-style-type: none"> ● Responsibility for achieving ambitious targets for pupils' academic outcomes, including all groups of pupils, disadvantaged, SEND, LAC. ● Responsibility for the continuous improvement of all aspects of school provision, including the quality of the curriculum and teaching, pastoral and academic support for pupils. ● Responsibility for creating a purposeful, orderly and disciplined learning environment and for the day- to-day management, organisation and administration of the school. ● 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. ● Ensuring the highest of behaviour standards, as part of an inclusive approach. ● Positive engagement with all trust school improvement and curriculum development frameworks. ● Motivating and inspiring pupils, staff, parents, Academy Committee members and the wider community. ● Setting the highest of standards and providing a role model for pupils and staff. ● Managing people effectively, including the sensitive management of complex situations and resolving conflicts. ● Establishing and maintaining a positive culture where achievement and learning is valued and the whole school implements an inclusive approach. ● Effective training and CPD programmes for all staff to ensure ongoing development of teams, including ECTs and trainees.

Finance and resources	<ul style="list-style-type: none"> ● Demonstrating good business acumen and managing budgets effectively. ● Ensuring effective resourcing of the curriculum - Curriculum Lead Financial Planning. ● Ensuring effective liaison within the premises team within the trust so that school premises are high quality and up to date with all aspects of compliance and health & safety. ● Ensure compliance with all Trust policies related to finance and premises process/expectations. ● Ensure effective utilisation of Trust mechanisms for strategic deployment of resources, and commitment to working within agreed Trust parameters as set by the CEO.
Safeguarding and Compliance	<ul style="list-style-type: none"> ● Responsibility for the safeguarding of all members of the school community and for ensuring fully compliant implementation of all policies around safeguarding.
Equality, Diversity & Inclusion	<ul style="list-style-type: none"> ● Commit to embedding Equality, Diversity & Inclusion into all aspects of the operation of the school to ensure pupils receive an equitable provision at all times. ● To act as a role model and ambassador for Equality, Diversity, Inclusion and Equity. ● Adhere to the Code of Conduct and ensure these expectations are understood by all staff.
Governance	<ul style="list-style-type: none"> ● Operate at all times in line with governance guidelines and the remits set out in the scheme of delegation. ● Have due regard to DfE statutory guidance. ● Ensure all suspension and permanent exclusion proceedings are conducted in a fair and just manner. ● Ensure data/reports required by the Academy Committee are provided in an accurate and timely manner. ● Work with the Academy Committee to ensure that members are able to effectively challenge and support the principal.

Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

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 Improvement 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 Trust. 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 Trust 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 Trust's Equality and 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 Trust 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 and Barring Service) to be undertaken. It is essential you to 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 “spend” under the provisions of the Act.

Person Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none">● Qualified Teacher Status● Degree● Further relevant professional studies	<ul style="list-style-type: none">● Relevant further degree NPQH
Experience	<ul style="list-style-type: none">● Senior leader in a high performing academy or school● Proven track record of raising standards and outcomes for pupils● Good understanding of inclusion● Leadership of staff development● Experience of budget management	<ul style="list-style-type: none">● Leadership and management experience in more than one school
Skills, Knowledge	<ul style="list-style-type: none">● Ability to work under pressure● Ability to prioritise	<ul style="list-style-type: none">● Experience of working as part of a Trust or similar structure of

	<ul style="list-style-type: none"> ● Ability to innovate ● Demonstrable commitment to equality of opportunity and inclusive education ● 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 	<p>associated schools</p> <ul style="list-style-type: none"> ● Understanding of issues related to challenging schools.
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Signature

Date

Name