



Nene  
Education  
Trust



Proud to be part of the  
Nene Education Trust

# Manor School

## Principal Job Description

---

# Job Description

## Main Duties & Responsibilities

---

### Strategic Leadership

The Principal will provide strategic leadership for specified whole school responsibilities as detailed below:

- Agreeing strategic targets and key performance measures in consultation with the CEO;
- Lead the school's education work with enthusiasm, setting high professional standards and ensuring that the education vision and curriculum is clearly articulated, shared, understood and demonstrated by staff, students, parents/carers and the wider community;
- Build a collaborative learning culture and actively engage with other schools and partners to build effective learning communities;
- Ensure that impact on learning and educational excellence sits at the heart of all decisions;
- Ensure a consistent and continuous Trust-wide focus on raising students' aspirations, achievement and attainment, using data and benchmarks to monitor progress in every child's learning;
- Maximise individual attainment within an inclusive approach through high quality learning and teaching which motivates, inspires, challenges and empowers students and staff;
- Challenge, support and inspire students and staff by creating a shared vision and clear direction of improvement for the school;
- Lead and develop the school, building commitments of all stakeholders to a culture of constant improvement so that the school can fulfil its potential, fostering a reputation for educational excellence, safeguarding and pastoral care.
- To work in partnership with parents/carers, the community, other employers and other stakeholders to enhance and enrich the school and ensure academic, moral, social and emotional well-being of students and their families;
- Develop in all students and staff, versatile skills and attitudes required for lifelong learning in a rapidly changing world.

### Leading and Managing

The Principal will lead and manage the school on a day to day basis together with other members of the School Leadership Team:

- To be accountable for high standards of academic progress, attendance and behaviour of students in the school;
- To actively support the vision, ethos and policies of the school and Trust;
- To promote and safeguard the welfare of all the students at the school;
- To promote the development of excellent teaching and learning;
- To lead on the development of a curriculum that is knowledge-engaged, broad and balanced, leading to excellent outcomes and delivers on the Trust aims for developing the whole child;
- To implement and be accountable for rigorous quality assurance and monitoring cycles;
- To implement the Professional Learning and Development offer for all staff and evaluate its impact;
- To ensure that operational matters regarding Finance, Estates, IT or HR are undertaken within the procedures for these areas.

# Job Description

## Main Duties & Responsibilities

---

### **Working under the guidance of the CEO, the Principal will ensure:**

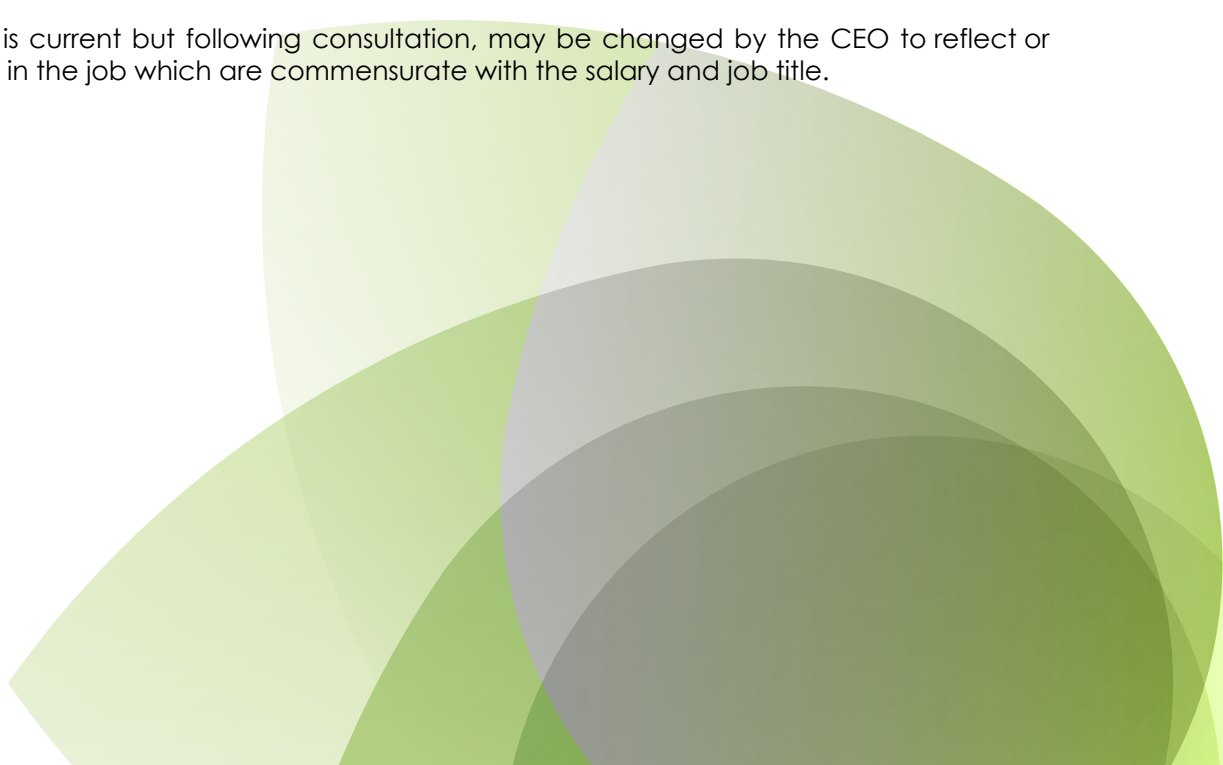
- The Trust Executive Leadership team and Local Governors are kept fully informed of all aspects of the school's performance through relevant meetings and reporting mechanisms;
- The school meets all relevant targets and standards;
- The vision, values and ethos of the Trust are embedded into strategic and operational planning and are evident in the daily life of the school;
- The school meets the needs of all its students;
- The school implements effective and efficient practices, policies and procedures;
- The interests of the school are actively promoted locally, regionally and nationally and the work it undertakes is recognised as best practice.

### **The above duties are in addition to those laid out in the professional standards for Leadership and Head Teachers and as outlined by STPCD and DfE.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the CEO to undertake work of a similar level that is not specified in this job description.

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

This job description is current but following consultation, may be changed by the CEO to reflect or anticipate changes in the job which are commensurate with the salary and job title.



# Principal

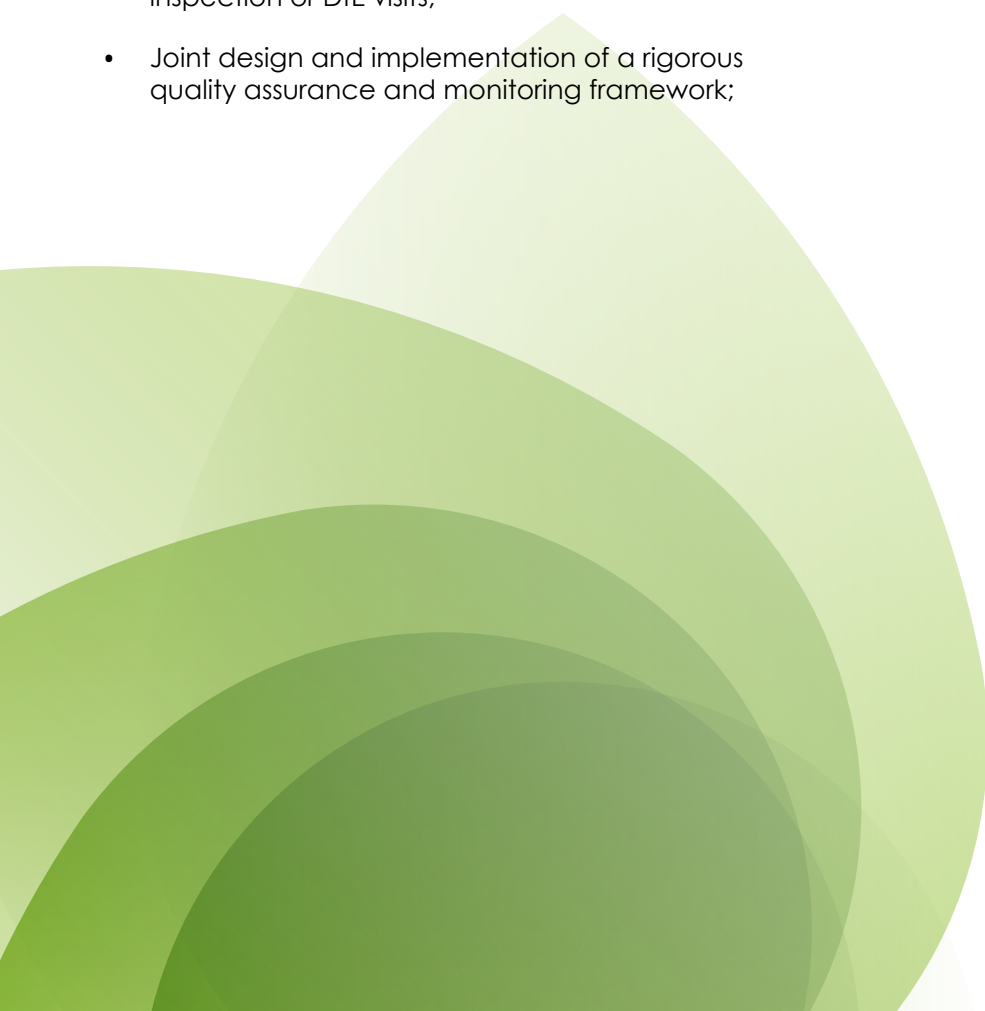
---

The Principal will embody and provide leadership for the vision and values of Manor School and collaborate with the CEO and Trust School Improvement Partners to secure the best possible education for each and every student.

The role of Principal will be supported by a the wider trust team including the CEO, Deputy CEO, Trust School Improvement Partners and Trust Operations Team who create the time and space for school leaders to focus on educational excellence.

The Principal will be accountable, under the strategic direction of the CEO for the leadership, internal organisation, management and control of the school.

The Principal is responsible for carrying the vision and values of the Nene Education Trust supported through partnership working as detailed below :

- With the CEO, DCEO and CFO to provide strategic leadership of the direction of the school and ensure all arrangements with regard to the school's school improvement trajectory, financial planning and governance are secure;
  - Designing and agreeing with the CEO and DCEO preparations for, and follow up to any Ofsted inspection or DfE visits;
  - Joint design and implementation of a rigorous quality assurance and monitoring framework;
  - Joint design and implementation of an impactful professional learning and development offer;
  - Joint identification and strategic planning of HR, Finance, Estates and IT developments;
- 

# Person Specification


---

## **Qualifies, culture and values - Essential**

### **Values aligned with the shared principles of the Nene Education Trust:**

- People First - enabling everyone to be better
- Working Together - collaborating to improve all of our schools
- Outward Facing & Ambitious - working with others to improve education
- Autonomy - the agency to work within a set of frameworks
- Celebrating Achievements - creating a culture to value all parts of the team

### **Personal values that include:**

- Ambition, drive, determination to ensure the school is outstanding
  - Genuine passion and a belief in the potential of every student
  - Strong work ethic but also able to model work / life balance
  - A team player - we before me
  - Excellent leadership skills to build and develop effective teams, delegating where appropriate, holding to account and delivering on objectives.
  - Excellent communicator, capable of inspiring and engaging all stakeholder groups including students, parents/carers, colleagues and other local groups
  - Ability to lead, coach and motivate staff within a professional learning and development framework, including professional development and effective management of underperformance
  - Ability to use data to inform strategy and diagnose weaknesses that need addressing
  - Flexibility and adaptability to meet unexpected challenges
  - Be able to use reflection to learn from experiences
  - Takes responsibility for own actions
  - Be able to use humour and empathy appropriately
  - Maintain a positive, supportive approach even when under pressure
  - Commitment to the safeguarding and welfare of all students
- 

# Person Specification

---

## Knowledge - Essential

- Governance structure and operation
- Safeguarding requirements and systems
- School performance measures and assessment
- School pastoral and SEN support systems
- Staff appraisal systems
- Curriculum requirements and planning
- Current learning and teaching quality performance measures
- Timetable and Curriculum Planning
- Academy Trust Structure and Operation
- School Admission Processes

## Knowledge - Desirable

- National developments and priorities in education

## Experience - Essential

- Significant senior leadership experience at Head Teacher
- Track record of excellent leadership and proven Ofsted track record
- Active membership of Governing Body and Governing Body
- Committees Proven record of proposing and delivering school improvement initiatives
- Proven record of raising the quality of teaching in a school
- Proven record of raising student achievement (progress and attainment)
- Line management of substantial curriculum areas
- Management of student behaviour and ethos
- Line management of staff; driving staff learning and development
- Line management of staff: addressing underperformance
- Proven record of effective engagement with parents and carers

## Experience - Desirable

- Creation and development of successful partnerships within a MAT

## Qualifications - Essential

- Honours degree level qualifications QTS

## Qualifications - Desirable

- NPQH, NPQSL, NPQML, Masters in relevant area
- Evidence of appropriate CPD
- Current safer recruitment training
- Current child protection qualification

