



ACADEMY TRUST

Job Description

Post: Principal
Academy: Monkshouse Primary Academy
Line Manager: Director of Primary Education

Summary:

- Leading and monitoring of a specific Academy within the University of Lincoln Academy Trust
- Day to day operation of teaching and learning, behaviour and conduct and daily life
- A member of the Trust's Executive Management Board, who have oversight of a number of Committees.

Safeguarding Disclosure Level:

- Enhanced DBS, Teacher Prohibition clearance and Childcare Disqualification Declaration

Responsibilities:

- Be responsible for the leadership, organisation, management and control of the Academy, consulting appropriately with stakeholders.
- Lead, manage and evaluate the performance of the Academy, identifying areas of improvement and priorities for its continuous growth and development in order to support its future success.
- Provide dynamic and inspirational leadership that will promote a secure foundation from which to continue to achieve high standards in all aspects of the Academy's work.
- Strive for excellence in teaching and learning, ensuring all children reach their potential.
- Inspire, challenge, motivate and empower all members of the Academy community to carry the vision forward and work within the Trust to promote excellence, equality and high expectation.
- Manage all resources, including staff and financial, appropriately efficiently and effectively in order to ensure that the learning environment is the very best it can be for the pupils.
- Ensure that the vision, aims, agreed objectives and operational plans promote and sustain continual school improvement.
- Have a secure knowledge of educational change and its impact on the Academy.
- Promote and uphold the reputation of the academy.
- Develop, maintain and facilitate a culture of cross school working between the Academies in the Trust.
- Be a member of the Safeguarding Team, fully trained and prompt in effectiveness.
- Provide your Academy Governing Committee and the Board of Trustees with reports and presentations on the work of the academy.

Qualities:

- Have a passion for education ensuring that children at the Academy have the best possible start to their educational journey.

- Be professionally motivated to develop their own knowledge, skills and expertise through self-driven professional development and networking.
- Lead by example, maintaining high standards of ethics, behaviour and professional conduct.
- Exhibit excellent communication skills, including compassion, openness and diplomacy, building positive relationships across the Academy and Trust communities.
- Develop a flexible leadership and management style that is consistent with the ethos and culture of the Academy.
- Work collegiately with others to support the education of all children and the development of practice and policies.

Culture and behaviour:

- Create a culture where pupils experience a positive and enriching school life.
- Administer strategies that secure high standards of child conduct and attendance.
- Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life.
- Ensure a culture of staff professionalism and high expectations of behaviour and learning.
- Encourage high standards of behaviour from pupils; built on rules and routines laid out in the Behaviour Policy that are understood by staff and pupils.
- Implement fair, consistent and respectful approaches to managing behaviour.

Organisational Management:

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding as part of the duty of care.
- Recruit, retain, reward and motivate staff to achieve the objectives of the Academy.
- Ensure staff are deployed well and due attention is paid to workload.
- Manage the Academy's financial and human resources effectively to ensure that the Academy's aims and goals are achievable.
- Manage the Academy environment efficiently and effectively, ensuring it meets the needs of the curriculum, health and safety regulations and safety of all children and staff, ensuring rigorous approaches to identifying, managing and mitigating risk.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Ensure there is a pastoral care system that focuses on each learner and supports school improvement.
- Ensure compliance with education statute and employment legislation.

Safeguarding:

- Be one of the named designated safeguarding leads
- Ensure that safeguarding is kept high profile, is effective and staff and pupils' safety and welfare is always given the highest priority as part of a duty of care.
- Have a strong commitment to safeguarding overseeing all practice, policies and procedures.
- Ensure that all people working within the Academy are appropriately trained and follow all safeguarding procedures.

Teaching, Curriculum and Assessment:

- Demonstrate and articulate high expectations and set challenging targets for all.
- Establish and sustain high QFT and learning across all subjects and phases.
- Implement and oversee a robust performance management system for all staff.
- Ensure teaching is underpinned by good subject knowledge.
- Ensure that the teachers manage teaching assistants and support staff effectively to provide value for money and impact on standards.
- Ensure the teaching of a broad, structured and coherent curriculum.
- Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic, synthetic phonics.
- Effectively use formative assessment to inform strategy and decisions.
- Ensure a consistent school-wide focus on pupil's achievement, utilising data and appropriate benchmarks to monitor development.
- Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.
- Adapt teaching and curriculum approaches in line with research and best practice.

Professional Development:

- Nurture a culture of professional development where all staff have access and are encouraged to undertake high quality professional development opportunities, aligned to balance the priorities of the Academy, team and individual needs.
- Keep up to date with developments in education.
- Ensure training and continuing professional development is effectively planned, delivered and evaluated.
- Ensure that professional development opportunities draw on expert provision from beyond the Academy as well as within it.

Additional and special educational needs and disabilities (SEND):

- Promote a culture and practices that enable all pupils to access the curriculum and learn effectively.
- Have ambitious expectations for all pupils with SEN and disabilities.
- Make sure the Academy works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate.
- Make sure the Academy fulfils its statutory duties regarding the SEND Code of Practice.

Governance, accountability and working in partnership:

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility.
- Establish and sustain professional working relationships with those responsible for governance.
- Ensure staff know and understand their professional responsibilities and are held to account.
- Forge constructive relationships beyond the Academy and the Trust, working in partnership with parents, carers and the local community.

- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils.
- Be proactive and supportive of working in partnership across the Trust.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.