



The de Ferrers Trust

To ensure that all the children and young people in our care have the opportunity to fulfil their potential through achieving highly, regardless of their ability or background



Post title: Principal - Primary
Grade: L15 – L21
Accountable to: Director of Primary (Education)

ROLE OVERVIEW:

This job description should be read alongside the range of duties and responsibilities of Headteachers as set out in the annual Teachers' Pay and Conditions Document.

The post holder will need to agree major objectives with the Director of Primary of The de Ferrers Trust. These objectives will, however, include:

- To be accountable to the Director of Primary and the Chief Executive for all aspects of school management
- To be responsible for all aspects of the life of the school and its place within the community
- To maintain a suitable and positive ethos within the school
- To maintain a strong team and strong partnerships with all stakeholders.
- To develop positive and effective cross-Trust collaborative ways of working, ensuring that our strategy is successful
- To implement all Trust systems, policies and procedures
- To implement the Trust and School Improvement Plans
- To work in close collaboration with the other schools in the Trust
- To provide leadership and strategic direction to the school and the wider educational community by:
 - Delivering a high-quality education for pupils
 - Ensuring high standards and high expectations from pupils, staff and the community
 - Developing collaborative links with other academies, schools and the wider education community
 - Recruiting, developing and retaining high-calibre members of staff
 - Building leadership capacity building on succession planning.

KEY ACCOUNTABILITIES:

Main Duties

- Working with the Director of Primary and the Chief Executive to develop a school vision promote this to staff, pupils, parents and the wider community
- Driving a continuous and consistent focus on pupils' achievement, using data and benchmarks to monitor progress
- Establishing creative, responsive and effective approaches to learning and teaching.
- Tackling underperformance at all levels
- Creating a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
- Promoting and maintaining a culture of high expectations for self and others
- Regularly reviewing your own practice, setting personal targets and taking responsibility for your own development
- Collaborating with other agencies to ensure pupils and communities needs are met

- Recruit, manage and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning
- To ensure that all resources are organised and managed to provide the best possible outcomes for pupils
- To ensure that development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community
- Having due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedure adopted by the Trust.

Curriculum

- To lead, develop and monitor through regular review a high-quality curriculum
- To deliver the Trust systems of planning, assessment and record keeping which takes account of pupils' needs and tracks pupil progress
- To ensure progression, continuity and delivery of a wide curriculum offer throughout the school
- To lead, develop and monitor through regular review and high-quality curriculum and to work across the Trust to ensure the curriculum meets the needs of all children.
- To communicate with parents/carers and pupils to ensure that individual aims and progress are achieved.

Teaching and Learning

- To promote and ensure the development of effective classroom practice through the cycle of quality assurance of monitoring and evaluation of teaching and learning
- To address the individual needs of learners including SEN and gifted and talented whilst ensuring this is reflected in planning, assessment and marking
- To ensure the strategic use of additional adults to maximise learning opportunities.

Ethos

- To ensure that the school is a safe place to be for all
- To create an ethos that challenges and encourages higher achievement for all
- To uphold the Christian distinctiveness and values of the school
- To ensure that all staff and children live by the Trust's values of 'Work hard, be kind, choose wisely'
- To maintain high morale and confidence and set an example of professional standards and leadership
- To promote a suitable system of guidance and support for pupils, staff and partners including effective liaison with parents/carers
- To maintain a high standard of behaviour throughout the provisions, supported by Trust policies and practices which promote independence, responsible attitudes, self-esteem and positive relationships.

Financial Management

- To be personally accountable for delivering services efficiently, within budget and to implement any approved savings and investment allocated to the service area.

Support to the Academy

- To promote and safeguard the welfare of children and young persons you are responsible for or come into contact with
- To comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Will be aware of, support and ensure equal opportunities for all
- Will contribute to the overall ethos/work/aims of the school
- Will establish constructive relationships and communicate with other agencies/professionals
- To attend and participate in regular meetings
- Will participate in training and other learning activities and performance development as required
- Will recognise own strengths and areas of expertise and use these to advise and support others.

In Addition

- To make suggestions to improve the ongoing effectiveness of non-teaching support
- To comply with the requirements of Health and Safety, or relevant legislation and school documentation
- To understand and comply with the Equal Opportunities Policy
- All staff are expected to work in a flexible and versatile manner as directed by their line manager
- To take part in a Performance Review System
- To work within the requirements of the Safeguarding Children's Policy
- To have a responsibility for promoting and safeguarding the welfare of pupils.

Commitment to Safeguarding Children

Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with by:

- Having awareness of school safeguarding policy and procedures regarding child protection
- Become aware of the signs and symptoms of abuse by attending relevant safeguarding training
- Understand and support the school by attending training relevant to current national safeguarding issues such as The Prevent duty, Child Sexual Exploitation, Female Genital Mutilation
- Report all causes for concern to the Safeguarding team using detailed and accurate information
- Ensure the safety of all pupils in the school learning environment both indoor and outdoor
- Being fully aware of and understanding the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people.

Equalities

- To ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Health and Safety

- To ensure a work environment that protects peoples' health and safety and that promotes welfare, and which is in accordance with the Trust's Health and Safety policy.

Corporate Responsibilities

- To assist with pupil needs as appropriate during the school day
- To show support for and uphold our ethos, value, all policies and procedures
- To promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct
- To support the induction of new staff, students and apprentices
- To communicate effectively and professionally, both orally and in writing
- To make a positive contribution to the wider life and ethos of the school
- To act with professionalism, integrity and with due regard to matters of a confidential nature at all times.

Notes

- a) The above responsibilities are subject to the general provisions of the appropriate conditions of service document and any Authority / Governors' interpretation
- b) The detail of the duties will be determined following consultation with the post holder
- c) The school operates a no smoking policy on campus.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance and development review process. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder.

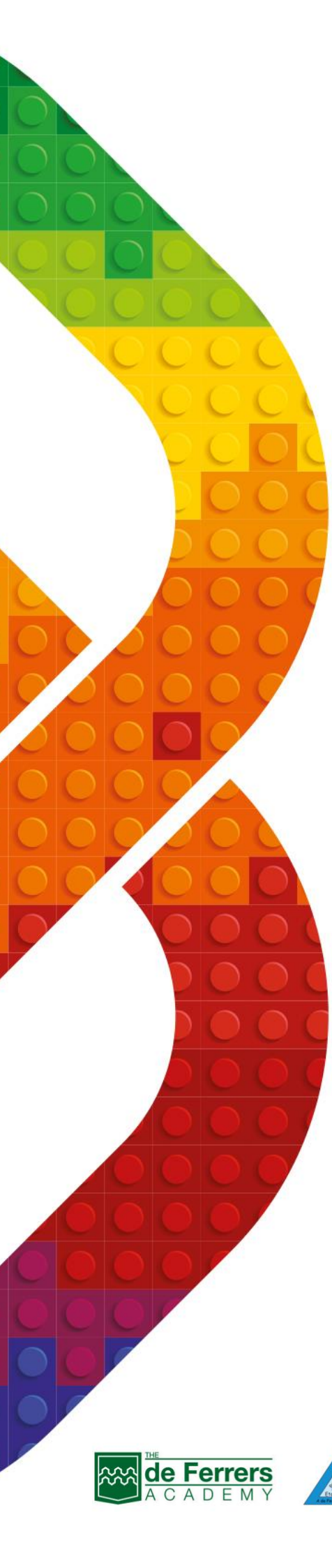
Special Features

- The postholder can, should circumstances dictate, be directed to work in any of the schools/academies within The de Ferrers Trust by the Chief Executive
- Be a professional role model, and understand and promote the aims and values of the Trust.

PERSON SPECIFICATIONS: PRINCIPAL - PRIMARY

Education & Qualifications	Essential	Desirable
Must fulfill at least one of the following requirements: - Serving or returning Headteacher or Executive Headteacher - Holder of NPQH		✓
An outstanding and proven leader of school improvement.	✓	
Teaching qualification.	✓	
Leadership		
An innovative leader, with a clear understanding of education opportunity and how it can be translated into practical reality	✓	
An existing or aspiring Principal with a proven track record of managing change quickly and effectively	✓	
An outstanding, collaborative leader with the ability to forge positive relationships in order to promote the success of the school	✓	
An enthusiastic leader, committed to ensuring the best possible outcomes for students and the community with the school serves	✓	
Someone with the ability to create, lead and sustain a high performing staff team in which morale is high	✓	
A strategic thinker able to drive school improvement	✓	
Someone who can provide clear direction and shared purpose for all pupils, staff and stakeholders	✓	
Communication Skills		
A commitment to working positively with all stakeholders and partners.	✓	
An excellent communicator who is at ease with all stakeholders but particularly colleagues, pupils and parents.	✓	
Someone who has very strong negotiation skills and the ability to influence others to the benefit of the Trust.	✓	
Experience and Knowledge		
An ability to drive and deliver transformational and cultural change.	✓	
A clear understanding of what constitutes a good school and what needs to be done to make it outstanding and how this can be interpreted into practical development plans.	✓	
A deep knowledge and clear understanding of educational legislation, the statutory framework for education, new innovation and developments.	✓	
Management of Finance, Personnel and Resources		
A proven ability to successfully manage all resources effectively.	✓	

The ability to motivate staff to ensure high performance.	✓	
The ability to translate a visionary/innovative concept into a practical implementation plan.	✓	
Personal Attributes		
An ability to use the full range of leadership skills and qualities including emotional intelligence as appropriate to the situation.	✓	
An enthusiastic and motivational leader with strong morale building skills.	✓	
The ability to drive forward change very often in very challenging circumstances.	✓	
Someone who is resilient and determined but can also provide support, demonstrate empathy and deal with staff in a sensitive and considerate manner.	✓	
A personal commitment to inclusion and diversity to ensure the maximum benefits for students and equality in employment and service delivery matters.	✓	
Provide clear direction and shared purpose for school leaders, pupils, staff and stakeholders.	✓	
Demonstrates emotional intelligence.	✓	
A strong commitment to personal development for all staff including themselves.	✓	
Evidence of a commitment to promoting the welfare and safeguarding of children and young people.	✓	
Commitment		
Committed to the Trust values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust.	✓	
Committed to supporting the Christian Distinctiveness of the school	✓	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	✓	
Committed to own continual professional development.	✓	
Other		
Ability to travel to other Trust sites.	✓	
Is fluent in the use of the English language.	✓	
<i>Note:</i> <i>In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:</i> <i>• Motivation to work with children and young people.</i> <i>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</i> <i>• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.</i>		



KEEPING CHILDREN SAFE IN EDUCATION:

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check in order to satisfy our statutory obligations.

All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.



The de Ferrers Trust

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