



## **The de Ferrers Trust**

Work **hard**, Be **kind**, Choose **wisely**

# **Job Description and Person Specification**

Post Title:	Principal (Secondary)
Grade:	Leadership L35 – L41
Accountable to:	Chief Executive Officer



## ROLE OVERVIEW:

This job description should be read alongside the range of duties and responsibilities of Headteachers as set out in Part IX of the annual Teachers' Pay and Conditions Document Sections 55 to 59.

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

- To be accountable to the Chief Executive Officer for all aspects of academy management.
- To be responsible for all aspects of the life of the academy and its place within the community as detailed in the Pay and Conditions Document.
- To maintain a suitable and positive ethos within the academy.
- To maintain a strong multi-disciplinary central team and strong partnerships with all stakeholders.
- To implement all academy systems, policies and procedures.
- To devise implement the Academy Development Plan.
- To support the The de Ferrers Trust Improvement Plans.
- To provide leadership and strategic direction to the academy and the wider educational community by:
  - Delivering a high-quality education for pupils
  - Ensuring high standards and high expectations from students, 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
  - to be an active member of the Trust Leadership Team (TLT)

### **The postholder will be accountable to:**

The Chief Executive Officer

### **Special Features**

- The post holder shall be required to work in any of the schools/academies within The de Ferrers Trust group of academies as directed by the Chief Executive Officer.
- Be a professional role model and understand and promote the aims and values of the Trust.

Professional Accountabilities (this list is not exhaustive and should reflect the ethos of the Trust)

The post holder is required to be aware of and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the Trust's objectives through:

## KEY ACCOUNTABILITIES:

### LEADERSHIP

- In consultation with the Chief Executive Officer and Academy Leadership Team to review the Academy Development Plan which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement.
- To monitor and review the work and organisation of the academy to ensure effective implementation of policy and practice that enables all students to maximise achievement and minimise all forms of educational disadvantage.
- To manage and monitor finance and resources effectively and ensure they are efficiently linked to the priorities of The de Ferrers Trust.
- To lead and inspire staff, and to promote the development of teamwork and collective responsibility to enable learners to achieve their full potential.
- To manage effectively the performance of staff and ensure that others are doing the same.
- To support and review all policies and manage the effectiveness of their implementation.
- Establishing strong partnerships with all schools to support learners effectively as their needs are met within an appropriate range of provision.
- To ensure that the specialist skills developed are deployed effectively to contribute towards the development provisions to support the curriculum.
- Work with the LGB in line with the terms of reference of the board.

### STUDENTS

- To ensure the highest standards of achievement, progress, attendance and behaviour for all students through high expectations and curriculums designed to challenge and stimulate and to ensure equality of access and inclusion across the curriculum.
- To ensure there are effective student voice opportunities across all year groups.
- To ensure the implementation of the SEND Code of Practice to successfully identify and make provision for the specific needs of students.
- To promote and celebrate the positive benefits of living within a culturally and ethnically diverse society.

### CURRICULUM

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

### TEACHING AND LEARNING

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

## ETHOS

- To create an ethos that challenges and encourages higher expectations and progress for all.
- 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 students, staff and partners including effective liaison with parents / carers.
- To maintain a high standard of behaviour throughout the provisions, supported by The de Ferrers Trust policies and practices which promote independence, responsible attitudes, self-esteem and positive relationships.

## SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies)
- Work with the Designated Safeguarding Lead (DSL) and Trust Safeguarding Manager to promote the best interests of students, including sharing concerns where necessary.
- Promote the safeguarding of all students in the academy.

## CORPORATE RESPONSIBILITY

- Show support for and uphold our ethos, value, all policies and procedures.
- Promote high standards in attendance, punctuality and appearance adhering to our Staff Code of Conduct.
- Act with professionalism, integrity at all times, promoting our Trust values.
- Comply with any reasonable request from our COO or a member of her leadership team to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.
- Comply with data protection legislation and follow the principles of GDPR.
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy.
- Promote a working environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

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

## PERSON SPECIFICATIONS: PRINCIPAL (SECONDARY)

Education & Qualifications	Essential	Desirable
Must fulfil at least one of the following requirements: <ul style="list-style-type: none"> <li>Acting or Serving or returning Headteacher or Executive Headteacher</li> <li>Holder of NPQH</li> </ul>	✓	
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 acting 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 academy serves	✓	
Someone with the ability to build a sustainable workforce of high-quality staff and leaders	✓	
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, students and parents/carers.	✓	
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.	✓	
<b>Commitment</b>		
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.	✓	
<b>Other</b>		
Ability to travel to other Trust sites.	✓	
Is fluent in the use of the English language.	✓	
<p style="text-align: center;"><i>Note:</i></p> <p><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></p> <ul style="list-style-type: none"> <li>● <i>Motivation to work with children and young people.</i></li> <li>● <i>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</i></li> <li>● <i>Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.</i></li> </ul>		