



WADE DEACON  
TRUST

## **Job Description**

**Job Title:** Principal

**JD Code:** JDL03

**Reports to:** Chair of Governors and Lead Principal

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### **Line Management**

The post holder will be accountable to the Chair of the Local Governing Body and designated Lead Principal for all initiatives related to this post.

### **Job Purpose/Summary**

The core function of the Principal is to provide strategic leadership of the school. The Principal is the prime mover in creating, inspiring and embodying the ethos and culture of the school, securing its mission statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential. The high standards expected of the Principal are as described in the Teachers' Standards (2011, as amended) and the National Standards of Excellence for Headteachers (2015, as amended).

### **Key Tasks and Accountabilities**

Working with the support and guidance of the Local Governing Body and Lead Principal to:

### **Strategic Direction and Development**

- Lead and communicate the shared vision and strategic direction so that it is shared and understood, defined and implemented by all stakeholders.
- Lead the School Development Plan and reviews, and contribute to the cycle of continuous school improvement.
- Lead the formulation of the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.
- Lead by example and provide inspiration and motivation to the school. Articulate the school ethos, which promotes high levels of progress and attainment within an inclusive, caring and safe environment.
- Play a key role in raising attainment and aspiration, ensuring the school achieves its performance targets and the best outcomes for its students.
- Challenge, motivate and empower others to attain ambitious outcomes.
- Be aware of the changing educational environment and take account of national and local data, and the OFSTED inspection framework, and how other institutions are effecting change and transformation.



## **Raising Aspiration, Achievement and Attainment**

- Use national, local and school data effectively to analyse and evaluate student progress; plan and implement effective interventions to support students. Monitor and evaluate the student progress targets to make a measurable contribution to the school targets.
- Ensure we close any gaps between different groups of students.
- Support and develop a culture of engagement across the school
- Address, and support others to address, the needs and aspirations of school students by personalised learning and mentoring.
- Support and promote a culture of continuous improvement, using interpretation of data, and effective planning and provision so all students can achieve.
- Effectively support systems for monitoring the quality of learning and teaching.
- Support the effective systems of communicating with students, parents, staff and governors.

## **Leading Learning and Teaching**

- Lead the implementation of the curriculum policy, promoting a learning experience that meets the needs of the students.
- Monitor and review effective teaching and learning with a culture of high standards and aspirations.
- Ensure that opportunities are available that support every student to develop and build self-esteem.
- Promote and encourage creativity and innovation in pedagogy, engaging all staff in the creation, consistent implementation and improvement of the curriculum, to meet key school objectives.
- Provide an example of 'excellence' as a classroom practitioner, inspiring and motivating other staff
- Have the personal pedagogical understanding which inspires learners to achieve well, relative to their prior attainment and to make progress as good as, or better than, similar learners nationally.

## **Develop Self and Others**

- To lead, motivate, challenge and develop school staff to ensure that the school can maximise potential.
- Create an ethos within which school staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.



- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- Support a collaborative culture which positively embraces change and progression through effective teamwork and empowerment.
- Be committed to your own professional development, regularly attending any relevant training and development activities both within and outside school.

## **Managing the Organisation**

- Support the maintenance of effective systems for safeguarding all students in school and working with external agencies as required.
- Lead by example, be personally visible and committed, whilst adopting a strong flexible leadership style.
- Communicate openly with the Local Governing Body and designated Lead Principal, with requested reports and updates on a regular basis.
- Ensure students, including targeted groups, are continually making progress and achieving across the school.
- Publicly support all decisions of the Local Governing Body and Trust.
- Deploy people and resources efficiently and effectively in the school to meet specific objectives in line with the school's plan and financial context
- Provide effective organisation and management of the school and seek ways to improve organisational structures and functions based on rigorous self-evaluation
- Ensure the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment
- Carry out other management responsibilities or tasks allocated by the Local Governing Body or designated Lead Principal

## **Securing Accountability**

- Ensure the school's accountability to a wide range of groups, particularly parents, carers, Governors, Trustees and the DfE; ensuring that students enjoy and benefit from a high quality education, for promoting collective responsibility within the whole school community
- Line manage a group of staff, undertaking their appraisal.

## **Strengthen the Community**

- Actively support and promote cohesion in the wider community, promoting a range of provision within and outside school, designed to break down social economic and cultural barriers.



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- Maintain and promote positive behaviour and anti-bullying within school, the school and the community.
- Support the wellbeing of students ensuring safety both in and outside of school.
- Collaborate with other school leaders, other schools and organisations in order to share expertise and bring positive benefits to their own and other schools.
- Liaise effectively with all stakeholders, including parents, students, colleagues, the Wade Deacon Trust schools, business and community partners, and the wider community, as appropriate to designated strategic responsibilities.
- Share knowledge and expertise with other schools in the Wade Deacon Trust to support and improve student achievement, promote innovative initiatives and contribute to the wider development of the Trust, as appropriate to designated strategic responsibilities.
- Promote the values and achievements of the school to the community

### Teaching

- Carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document and subject to any amendments due to Government legislation. This includes any duties as may be reasonably directed by the Principal and the accountabilities expected of class teachers.

### Other duties

- Not all of the above duties will need to be performed all of the time and will vary according to the needs of the school at different points. You will undertake such reasonable activities as the designated Lead Principal and Governors may, from time to time require.

The Wade Deacon Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to an enhanced DBS disclosure and satisfactory medical clearance.

*This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities.*



### PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
A. Education and training	<ul style="list-style-type: none"><li>• Graduate with Qualified Teacher Status.</li><li>• Up to date knowledge in subject, national policy, pedagogy, classroom management strategies, research/inspection findings and statutory requirements.</li><li>• Comprehensive knowledge of performance management requirements in an educational context.</li></ul>	<ul style="list-style-type: none"><li>• NPQH Qualified</li></ul>
B. Knowledge and experience	<ul style="list-style-type: none"><li>• Experience of senior management at assistant or vice principal (or equivalent) level.</li><li>• An excellent classroom practitioner with the highest expectations for the welfare and progress of all students.</li><li>• Have a thorough understanding of curriculum development.</li><li>• Experience of monitoring and improving the quality of teaching and learning</li><li>• Proven experience of developing excellent working relationships with all stakeholders.</li><li>• Proven experience in the analysis of performance data for the purposes of target setting and evaluation.</li><li>• Have experience of strategic planning.</li><li>• Have a proven commitment to excellent and respectful behaviour from the whole academy community.</li></ul>	
C. Skills and abilities	<ul style="list-style-type: none"><li>• Demonstrable ability to work effectively in a wide range of partnerships to achieve academy improvements.</li><li>• Proven ability to lead and manage significant whole school initiatives.</li><li>• Excellent management, motivational and communication skills.</li><li>• Lead, manage and co-ordinate staff through an effective team based approach.</li></ul>	



	<ul style="list-style-type: none"> <li>• Ability to understand complex organisations and work with clearly defined line management and supervision structures.</li> <li>• Ability to monitor and evaluate the work of others; to offer support and intervention where necessary.</li> </ul>	
<b>D. Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to raising standards and achieving the highest standards of achievement for young people.</li> <li>• Ability to work on own initiative and be proactive.</li> <li>• Work in ways that promote equality of opportunity, participation, diversity and responsibility.</li> <li>• A commitment to abide by and promote the school and Trust's Equal Opportunities, Health and Safety and Child Protection Policies.</li> </ul>	
<b>E. Approach to work</b>	<ul style="list-style-type: none"> <li>• Committed to safeguarding the welfare of young people.</li> <li>• Ability to plan own work and work on own initiative.</li> <li>• Ability to prioritise work to achieve deadlines.</li> </ul>	