

# Principal

Job description and person specification

## Job description

<b>Post title:</b>	<b>Principal</b>
<b>Salary:</b>	<b>Fixed point</b>
<b>Position:</b>	<b>Full time</b>
<b>Reports to:</b>	<b>Executive Principal</b>

Diverse Academies is a multi-academy trust with a vision to inspire, to raise aspirations and to create brighter tomorrows. Across primary, secondary and special settings, we share a common mission to nurture curiosity, develop wellbeing and empower children and young people to go beyond their aspirations. Together, we believe we can make a difference in our diverse communities, and in the lives of those who learn with us and work with us.

We empower. We respect. We care.

### Purpose of the post

To provide professional leadership and management for the academy in line with our vision, mission and values.

To ensure continued improvement and success through high quality education which inspires and motivates in order to secure excellent education for all our students.

### Main duties and responsibilities

#### Core purpose:

- Work with the Executive Principal to implement the agreed Trust vision, mission and values, ensuring a strong culture of togetherness across the academy.
- Deliver a high-quality educational provision in the academy, maximising achievement and wider outcomes for all students.
- Lead change through robust improvement planning within the academy.
- Provide challenge and support to leaders in the academy in order to carry out accurate quality assurance and deliver further improvement.
- To deliver high quality leadership and management of the academy.

#### Leadership and management

- Alongside the Executive Principal, implement robust planning for school improvement, incorporating accurate self-evaluation, effective quality assurance and well-informed actions to improve the quality of education.
- With the Executive Principal, drive continuous improvement in standards and the quality of education, drawing on specialist and technical expertise from within the Trust.
- Adhere to our core principles and aligned processes, communicating and implementing our vision at a local level.
- Lead by example, motivating and inspiring others to generate effective working relationships at all levels.
- Identify, enable, promote and facilitate sharing of best practice.
- Develop leadership at all levels within the academy to empower and enable others through promoting a culture of shared leadership, increasing capacity for sustained improvement, developing high performing people and high performing teams.

- Apply at a local level, an integrated approach to planning, working with business leaders to ensure that finances and resources are well utilised thus ensuring value for money and maximising benefits for students.
- Participate and engage with the Trust quality assurance review processes, providing high quality information and acting on areas for development.
- Work with the Diverse Association for Professional Learning, to develop all staff through the Personal Development Plans and effectively planned CPD.
- Support and develop the Local Academy Committees to enable them to provide appropriate challenge to academy leaders according to the Scheme of Delegation
- Work with business managers and business leaders to identify and manage risk, ensuring appropriate reporting into Local Academy Committees and Executive Leads
- Provide leadership across the Trust for an agreed strategic area (Strategic Development Groups/Curriculum Development Groups)

### **Quality of Educational Provision**

- With the Executive Principal, promote a culture of learning, mentorship, coaching and modelling.
- Set ambitious performance targets for the assessment recording, tracking and reporting of student progress and attainment.
- Ensure the quality and consistency of high standards for all students both in terms of academic achievement and wider outcomes through effective use of CPD and collaboration.
- Provide appropriate challenge and support for the academy senior leaders to ensure successful implementation of strategies, based on well considered information and strong evidence base.
- Ensure the academy provides a well-planned, coherent and ambitious curriculum that is effectively implemented.

### **Pupil behaviour and inclusion**

- With the Executive Principal, ensure that the needs of students are at the heart of decision making.
- To develop and maintain a positive ethos, in keeping with the Trust vision, mission and values.
- Ensure agreed Trust policies are implemented at academy level, with contextual application set out clearly in local appendices where relevant.
- Ensure guidance and student support systems are effectively implemented within the context of current legislation.
- Develop and uphold high standards of behaviour and attitudes across the academy, fully meeting the needs of all students, preparing them for future pathways.
- Develop well-rounded individuals who understand British Values, Equality and Diversity.
- Secure excellent attendance and punctuality in the academy, ensuring appropriate support and action in line with agreed academy policy and procedure.
- Monitor and review exclusions, part time arrangements and alternative provision placements ensuring that all students access their full entitlement within the guidelines agreed by the Trust.
- Ensure that the curriculum secures student's knowledge in how to keep themselves healthy and safe in body, mind and in their relationships.

### **Safeguarding**

- Ensure students are safe and feel safe through rigorous safeguarding practices which are understood and implemented by all adults who work in the academy.
- Safeguard the welfare of all students and young people that we encounter.

## **Partnerships**

- Work closely with the Executive Principal and colleagues within and beyond the Trust to ensure the successful development of the academy and the Trust.
- Develop and encourage positive and mutually beneficial relationships with parents and carers to support learning and maximise outcomes.
- Promote strong links with the local community, in the education, business and non-profit sectors.
- Be an ambassador for the Trust, developing effective relationships with other professionals to improve social and academic outcomes for all students within and beyond our schools.

## **Professional development**

- Promote and maintain a culture of high expectations for self and others.
- Maintain an up-to-date knowledge of national initiatives, developments, and educational context.
- Regularly review own professional practice, seeking out, and engaging fully in, opportunities for professional development.
- Be a self-driven professional senior leader.

## **Additional:**

- We all have a responsibility for providing and safeguarding the welfare of children and young people we are responsible for or come into contact with.
- Collectively, we share and co-develop best practice for the benefit of all our academies.
- We promote the employment of people with disabilities and will make adjustments considered reasonable to the above duties.
- You will have the opportunity to access the very best professional development and therefore may be required to attend, from time to time, training courses, conferences, seminars or other meetings.
- This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.
- We empower our colleagues to enable our students and pupils to meet the highest possible standards, and we recognise that all our staff have a role in improving student outcomes.
- The contents and allocation of particular responsibilities and duties may be amended after consultation from time to time as part of a broader structural review.
- We have an established framework of core principles and practice to which all our academies subscribe, which are developed and agreed on in collaboration.
- It is a condition of your employment you are expected to adhere to our policies, procedures and guidelines.

## Person specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
<b>Qualifications</b>			
A DfE recognised teaching qualification	✓		Application form
Recent and relevant leadership development		✓	
National Professional Qualification for Headship (NPQH), or working towards it		✓	
Coaching qualification		✓	
<b>Knowledge and understanding</b>			
Current successful experience of leadership at least to Assistant Principal or above	✓		Application form
Successful track record of school improvement with quantifiable results and evidence of impact	✓		
Effective behaviour management experience	✓		
Successful track record of significant organisational change for improvement	✓		
Capacity to take initiative and to innovate	✓		
Experience of developing and leading curriculum initiatives using the latest technologies to support learners	✓		
Commitment to the safeguarding and welfare of all students and providing equality of opportunity	✓		Interview
Knowledge of the legal framework of education policy		✓	Portfolio of work
Experience of selecting, developing and retaining quality staff who are able to make a demonstrable difference to an organisation	✓		References
Successful management of school self-evaluation and of the Ofsted inspection process	✓		
Financial and resource management experience		✓	
Experience of presenting complex information in a clear and concise manner to a range of audiences	✓		
The ability to learn new systems quickly and use them intelligently and flexibly	✓		
<b>Skills and attributes</b>			
Highly developed skills of working with people to establish constructive relationships with all stakeholders	✓		Application
Ability to communicate clearly and effectively	✓		
High standard of interpersonal skills and emotional intelligence	✓		
Commitment to ensure that outstanding practice is developed and embedded throughout the academy	✓		Interview
Ability to develop effective and positive relationships within the academy, across and beyond the Trust	✓		Portfolio of work
Precise and analytical self-reflection	✓		References
Shows commitment to a supportive, coaching culture	✓		
A clear and coherent vision which is consistent with the vision of Diverse Academies	✓		

Ability to take a strategic view in order to determine a clear pathway to achieve future goals	✓		
Ability to identify and acknowledge excellence and to challenge poor performance	✓		
Willingness to consider new approaches, ways of thinking and working	✓		
Commitment to ongoing personal and professional development	✓		
Ability to quickly understand the local community, its context and distinct features	✓		
<b>Core</b>			
Able to work flexibly including some travel across the geographic coverage of the Trust	✓		Interview
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		Pre-employment checks
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational Health provider can ascertain their medical fitness for the post	✓		