



Job Description

| | |
|-----------------|------------------------------------|
| JOB TITLE | Principal – The Portsmouth Academy |
| PHASE | Secondary |
| SALARY GRADE | Leadership Scale L26 – L32 |
| REPORTING TO | Director of Education |
| RESPONSIBLE FOR | The Portsmouth Academy |

Job Purpose

The Principal will provide leadership and management for the school ensuring high quality, engaging and fulfilling cognitive education for all students and empowering them to secure excellent progress.

The Principal will lead on further development in the Quality of Education and Personal Development.

The Principal will promote and safeguard the welfare of all children for whom the school and Local Governing Body are responsible and those with whom they come into contact.

Duties and Responsibilities

Strategic Leadership

- Develop the shared vision and strategic plan for the Academy, which is responsive to the communities they serve. At the core of this should be the quality of education and personal development of the students.
- Create a culture of raising aspiration, achievement and attainment, which is achieved through an inclusive, sustainable and innovative lifelong education environment.
- Challenge, motivate and empower others to attain ambitious outcomes.
- Work with the Chief Executive, Director of Education, Board of Directors and members of the MAT, Governors and staff to define and implement the Academy's vision and strategic direction so that it is understood and acted upon by all stakeholders.
- Challenge, motivate and empower others to attain ambitious outcomes.
- Ensure the Academy achieves its performance targets.

Leading Quality of Education

- Secure and sustain an effective curriculum intent and implementation by ensuring sound strategies for monitoring and evaluating the quality of curriculum and teaching; and setting standards for students' achievement. This should include those with special educational or linguistic needs in order to set and meet challenging targets for outcomes.
- Promote excellence in the quality of education ensuring a continuous and consistent academy wide focus on students' achievement and development (moral, spiritual, physical and social, as well as academic).



- Embrace cognitive education and ensure the school operates within the culture and ethos of an accredited Thinking School.
- Through monitoring and evaluation, identify and act on areas of improvement.

Raising aspiration, achievement and attainment

- Create an atmosphere where every student is welcomed and both supported and challenged to uphold the school's values of Aspire, Achieve and Respect.
- Ensure that the needs of each student are known and catered for.
- Track pupil progress and ensure that intervention to improve outcomes is in place and is effective.

Developing Others

- Treat everyone fairly and equitably.
- Develop a culture of personal responsibility that recognises excellence and supports appropriate strategies to deal with under performance.
- Motivate and enable all staff to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs.
- Develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans.
- Lead and manage the SLT to perform at their best.
- Work with all staff to build effective teams.

Leading the Organisation

- Provide dynamic, consistent and motivational leadership, ensuring the successful delivery of the vision, ethos, aims and objectives of the academy.
- Lead by example, be personally visible and committed whilst adopting a strong and flexible leadership style.
- Establish collaborative and open relationships with all stakeholders.
- Critically evaluate the Academy's performance.
- Ensure that communication channels exist enabling all staff to receive information they need in order to carry out their professional duties effectively.
- Oversee the implementation of a firm and fair performance management framework for all staff.

Managing the Organisation

- Work with Trust Members and senior colleagues to recruit and retain staff of the highest quality.
- Work with the Trust Members and senior colleagues to deploy all staff effectively in order to improve the quality of education provided.
- Ensure that the allocation and use of accommodation within the school provides a positive learning environment that promotes the highest achievement for all.



Securing Accountability

- Work with the Director of Education to enable him/her to meet their responsibilities
- Ensure all staff have clearly defined responsibilities and accountabilities
- Support the Academy to establish strong middle leadership roles within a distributed leadership structure
- Secure robust Academy self-evaluation and quality assurance procedures

Leading in the Community Through Collaboration

- Support the Director of Education in developing community engagement and promoting a continuous culture of improvement.
- Strengthen the Academy's positive image in the wider community.
- Develop the Academy's extended school provision.
- Actively support the diversity of the Academy's communities and students.

Conditions

The Principal will undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Director of Education and Academy Advisory Board.

Generic Duties relevant to all members of Staff

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members, customer and service users
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust
- Take part in the Trust's appraisal and professional growth management procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality



- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community
- Respect individual differences and cultural diversity

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be asked to work across site within the Trust and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

Customer Service

- At TSAT customer service is paramount to our way of work; All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders modelled on our four Customer First Values - Trusted, Solution Focused, Approachable & Timely

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.



- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of an Principal

Name:

Signed:

Date:



The Portsmouth Academy Principal

Person Specification

| Essential | Desirable |
|---|--|
| Qualifications | |
| <ul style="list-style-type: none">• Qualified Teacher Status• Degree qualification.• Evidence of continuing professional development e.g. NPQSL | <ul style="list-style-type: none">• Working towards an NPQH or other form of Headship qualification• Additional higher educational leadership qualifications e. g. MA or MEd |
| Experience | |
| <ul style="list-style-type: none">• Successful teaching and leadership experience in the Secondary age range• Leadership experience in a Secondary School SLT position• Have evidence of transformational leadership/leading significant school improvement in an inner-city environment• Experience of leading/overseeing strategies to improve outcomes for disadvantaged and/or students with SEND• Experience and understanding of working in a school with a diverse community | <ul style="list-style-type: none">• Experience of working with school Governors /Board of Directors• Experience of working with and developing links with the community/partnership working |
| Attributes | |
| <ul style="list-style-type: none">• A champion and advocate for young people who are disadvantaged• Promoter of high expectations and every student conforming to standards• Ability to inspire, challenge and motivate colleagues• Ability to lead and manage effectively in a pressurised environment• Self-motivated and hardworking• Reflective and open minded• Deal sensitively with people and resolve conflicts | <ul style="list-style-type: none">• Think creatively and imaginatively to solve problems and identify opportunities |
| Skills | |
| <ul style="list-style-type: none">• Able to multi task effectively• Able to effectively lead, motivate and inspire a diverse and vibrant community of learners• Excellent public speaking skills and the ability to communicate effectively with a range of stakeholders | <ul style="list-style-type: none">• Highly literate in the use of Ed Tech tools for learning |



| | |
|---|--|
| <ul style="list-style-type: none">• Work under pressure, determine priorities and meet deadlines• Make decisions that are in the best interests of the children• Seek advice and support when required• Willingness to work collaboratively with other school leaders | |
| Knowledge and Understanding | |
| <ul style="list-style-type: none">• Current educational developments, including up-to-date knowledge and understanding of the current national agenda• National curriculum for KS3 /KS4• Safeguarding statutory requirements | <ul style="list-style-type: none">• Exam centre compliance requirements• Managing School finances and budgets• Supporting Schools Direct, ECT and ECT+1• Key compliance legislation e.g. GDPR |
| Leadership | |
| <ul style="list-style-type: none">• Highly developed people skills and previous experience in leading teams effectively• Able to lead the school through changes, and to meet new challenges with enthusiasm, vision and flair• Lead by example with integrity, creativity, resilience, and clarity - drawing on their own expertise and skills, and that of those around them• Motivate and inspire by setting and following high standards | <ul style="list-style-type: none">• Delegate effectively |