

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Principal	Location	Thistley Hough Academy
Salary	Negotiable, dependent on experience	Hours	Permanent. Full Time
Department	Leadership	Reports To	Director of Education

JOB PURPOSE:

To provide inspirational vision and professional leadership ensuring high-quality provision and continuous improvement.

To be a constructive, collaborative member of the overall leadership team of Creative Education Trust's schools network and to model the standards and behaviours expected of an outstanding leader in education.

KEY RESPONSIBILITIES AND DUTIES:

Leading on Teaching & Learning:

- Promote and develop excellent in Teaching & Learning, ensuring a continuous and consistent school-wide focus on students' progress and development (Personal Development as well as Academic).
- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn.
- Monitor, evaluate and review classroom practice; celebrate and promote excellent, challenge underperformance at all levels and ensure appropriate action is taken in accordance with policies and procedures.
- Ensure teaching is underpinned by high levels of subject expertise and leadership.

Leading on Curriculum & Assessment

- Ensure the provision of high-quality, relevant and dynamic curriculum within Creative Education Trust's framework that supports the needs of all students.
- Drive innovation in education, ensuring the school can respond to a changing external environment and that skill, learning and aspirations of students are developed and enhanced across all key stages.
- Ensure the consistent implementation of robust tracking and monitoring systems that accurately identify and evidence students' ongoing and projected progress in all subjects.
- Ensure that assessment for learning is embedded in all teaching so that students understand what they need to do to make the best possible progress.

Leading on Behaviour:

- Establish and sustain high expectations of behaviour for all students, built upon relationships, policies and procedures, which are understood clearly by all staff and pupils.
- Create and maintain an atmosphere of respect, recognition, celebration and mutual support in the school.
- Ensure that all colleagues within the school demonstrate and model the behaviour expected to be a good citizen.
- Implement consistent, fair and respectful approaches to managing behaviour in accordance with the Behaviour Policy.

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Additional Needs & Special Education:

- Ensure the school holds ambitious expectation for all students with additional and special educational needs and disabilities, in line with the Trust's SEND Policy and in turn fulfilling statutory duties with regards to the SEND Code of Practice.
- Ensure the school effectively works in partnership with parents, carers and professionals to identify the needs of students, providing adaptation where appropriate and fostering a culture that enables pupils to access the curriculum.

Continuous School Improvement:

- Work with Creative Education Central Team to identify school priorities, evaluate barriers to achieve excellence and set objectives for areas of improvement.
- Take ownership of the School Improvement Plan and ensure effective implementation of improvement strategies, which result in sustained school improvement within a time frame.

Leading School Culture:

- Develop, communicate and implement the vision for the school within the parameters of the wider Creative Education Trust mission and in conjunction with the Senior Leadership Team.
- Promote and uphold the values and ethos of Creative Education Trust in the school, such that the highest achievements are expected from all members of the school community.
- Maintain an environment where students feel safe, including a high-quality pastoral structure so that students can fulfil their full potential and where self-confidence, self-respect and social responsibility are encouraged.
- Ensure students are appropriately informed of targets and attainment to uphold ambitious education standards which prepare students from all backgrounds for their next phase of education and life.
- Foster a culture and promote positive and respectful relationship across the school community to create a safe, orderly and inclusive environment.
- Ensure a culture of staff professionalism, high levels of staff morale and ownership of the school's values and policies.

People Management:

- Provide high quality training and development for all staff which empowers colleagues at all levels to lead and initiate improvements.
- Prioritise the professional development of staff and provide opportunities that complement the priorities of whole school-improvement and the team.
- Lead all staff recruitment within the academy to ensure staff of the highest standards are attracted, selected and retained.
- Ensure exemplary professionalism from all staff and hold all staff to account for their professional conduct and practice.
- Train and support teaching and support staff in the teaching of engaging and effective lessons that motivate, inspire and improve students' learning.
- Coach, motivate and mentor staff to build a culture of commitment, high standard and drive for success.
- Prioritise the professional development of staff and provide opportunities that complement the priorities of whole school-improvement and the team.
- Identify and play an active role in developing emerging talent leading to clear succession planning at both academy and network level.

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- Challenge underperformance at all levels and ensure effective corrective action and follow-up.
- Carry out appraisal of staff in line with Creative Education Trust policy.

Organisational Management:

- Ensure the protection and safety of students and staff through effective approaches to safeguarding as part of the duty of care.
- Work with Creative Education Trust central team on the formulation of the annual budget, prioritising and allocating financial resources appropriately as well as maximising use of grants and fund-raising opportunities.
- Manage the organisation to ensure that staff, resources and accommodation are deployed appropriately in order to achieve a positive working and learning environment.
- Oversee and review systems, processes and policies to ensure the school operates effectively and in accordance with statutory requirements.

Working in Partnership:

- Create effective means of communication to ensure that all stakeholders in the school community (including parents) are kept informed about, consulted on, and understand the aims of the school, policies and procedures as well as future strategic direction.
- Maintain a high-profile image of the school using a range of high-quality publication and in public presentations.
- Create links with other learning establishments and develop links with business, employers and training providers to maximise opportunity and improve educational outcomes for all pupils.

Governance:

- Advise and report to Creative Education trust Board, Executive Directors and the Academy Council, as appropriate, to ensure strong accountability.
- Ensure staff know and understand their professional and legal responsibilities.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

Working together with CET:

- Develop strong, positive relationships with Creative Education Trust colleagues; contribute to collaborative work across trust schools and support staff in participating in trust-wide projects.
- Participate in Creative Education Trust and sector-wide activities to share best practice, contribute to the development of Trust strategies and policies and promote the school and trust in a national context.
- Ensure that partnership working enhances the opportunities available to students.

This job description is not exhaustive and will be reviewed annually as part of the performance management process. The post holder may be required to undertake any other reasonable duties as directed by the Director of Education, in line with the evolving needs of the trust.

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JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • Qualified to Degree Level or above. • Qualified Teacher Status. • Evidence of appropriate professional development. • NPQSL or equivalent. 	<ul style="list-style-type: none"> • NPQH or equivalent.
EXPERIENCE	<ul style="list-style-type: none"> • Substantial experience in school leadership, as a Vice Principal or Deputy Headteacher. • Track record of achievement in raising education standards. • Demonstrable success in leading through significant periods of improvement and development. • Experience of having led, or significantly contributed to the success of a school through its leadership, ethos, culture, behaviour, teaching and learning. • Evidence of the ability to develop excellent relationships with young people and adults. • Successful experience of using target setting, data analysis and curriculum innovation to improve performance. • Experience in analysis of need and leadership in planning and implementing development initiatives for staff. • Evidence of promotion of innovation in teaching and learning. 	<ul style="list-style-type: none"> • Proven experience as a successful school Principal/Headteacher. • A strong track record of working successfully with local community and business partners.
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • An in-depth understanding of school leadership and the school improvement strategies needed to achieve outstanding student progress and personal development. • Knowledge of current education legislation, national strategies, trends and innovation. • The ability to develop a philosophy of high aspiration and expectation for every student giving cognisance to SEND, equal opportunities, diversity, ethos and student management. • The ability to analyse performance and to articulate reasons behind 	

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	<p>successful achievement and poor performance.</p> <ul style="list-style-type: none"> • Understanding of all relevant accountability frameworks. 	
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Vision aligned with Creative Education Trust's high aspirations and high expectations of self and others. • Resilience and motivation to lead the school through day-to-day challenges while maintaining a clear strategic vision and direction. • Proven ability to lead, coach and motivate staff within a performance management framework, including professional development and effective management of underperformance. • Strong organisation skills and ability to delegate effectively. • Effective and skilled at implementing systematic behaviour management systems with clear boundaries, sanctions, rewards and praise. • Relishes accountability and takes personal responsibility for their own actions. • Excellent critical thinking skills; has intellectual curiosity and rigour. • Proven ability to be able to build trust and mutual respect between students, families and staff. • Strong interpersonal, written and oral communication skills. 	<ul style="list-style-type: none"> • Evidence of managing CPD effectively in a whole school context.
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every student and a proven track record of making a difference to the learning and experiences of students inside and outside the classroom.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.