**Job Description**

**Principal, West Leigh Junior School**

|  |
| --- |
| **Reporting to the Chief Executive Officer of Portico Academy Trust**  Leadership Range 14 to 27a, depending on experience (Group 4 school) |
| **Overview**   * The areas of responsibility are based on the National Standards for Headteachers. The Principal will carry out his/her professional duties in accordance with, and subject to, the National Conditions of Employment for Headteachers and Education and Employment Legislation. * Carry out duties in line with the conditions of employment as set out in the current School Teacher’s Pay and Conditions document, the National Standards for Headteachers and the policies and procedures of the Board of Trustees. |
| **Governance and Strategic Direction**   * Work closely with the CEO to maintain and further develop excellence at West Leigh across all areas and in line with the academy improvement plan and school vision:   *“Our goal is to empower each and every one of our learners with the skills and mindset to thrive and positively embrace the challenges of our changing world with humility and compassion.”*   * Take a leading role in working with the Board of Trustees, CEO and Steering Group to develop a collaborative school vision, based on Trust vision and values. This vision should embrace excellence, the highest standards and inclusion. Subsequently translate this vision into a targeted improvement plan and monitor its impact. * Develop and sustain effective relationships with the Board of Trustees to ensure effective governance of the school with a particular focus on the quality of learning and teaching, and the discharge of Trustee responsibilities. |

|  |
| --- |
| **Learning and Teaching**   * Demonstrate a clear understanding of the essential elements necessary for an outstanding learning and teaching experience which is sustained across all areas of school life. Be a role model of outstanding teaching. * Promote and facilitate the highest outcomes of learning, progress and attainment across all year groups in the school and demonstrate an understanding of very aspirational community we serve. * Ensure inclusion, diversity and achievement of wider outcomes for all pupils. * Enthusiastically embrace change and innovation and promote new technologies and strategies relevant to learning and teaching. * Acknowledge excellence and challenge poor performance. * Work closely with the Director for Learning and Teaching and our other Trust schools to achieve all the above. |
| **Data**   * Analyse, interrogate and evaluate data and plan appropriate actions for improvement, working closely with senior staff, Inclusion Manager and Director for Learning and Teaching. Ensure rigorous discussions hold teachers to account in their impact on children’s outcomes. * Manage pupil behaviour and attendance very effectively. * Collect and use a variety of data to understand the strengths and needs of the school in order to promote achievement and accountability for pupil learning. * Combine the outcomes of regular school self-review with external evaluations in order to continually move the school forward. |
| **Day to Day Operations**   * Uphold an open, transparent and equitable culture. * Take responsibility for the day-to-day internal organisation, running the school efficiently and effectively. * With the CEO, where appropriate, manage resources effectively to maximise their use and impact as set by the Trust. * Build and maintain effective relationships with parents and all members of the school and wider community to continually enhance the education of all pupils. * Inspire, challenge, motivate and empower colleagues and pupils to realise their maximum potential. * Listen and respond to the contributions of others and integrate team ideas into effective working solutions. * Ensure and promote the safeguarding and welfare of pupils with the school. * Sustain and develop appropriate structures and systems adapting to changing requirements and resources. * Engage the school community in systematic and rigorous self-evaluation. * Delegate management tasks and monitor their implementation. * Prioritise, plan and organise oneself and others. * Think creatively to anticipate problems and find solutions. * Sustain a safe, secure and happy school environment. |
| **Staffing**   * Develop individuals through empowering and sustaining effective teams. * Identify professional development needs of all staff through monitoring and the performance management process. * Demonstrate a commitment to staff development within both teaching and non teaching roles. * Promote the relationship between self-evaluation, continuing professional development and sustained school improvement. * Successfully resolve situations that may include change and/or conflict resolution. * Facilitate effective team work and collaboration within the school and with external partners. |
| **General**   * Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all. * Be aware of and comply with policies and procedures relating to child protection and confidentiality, being the responsible lead. Report all complex concerns to the CEO. * Contribute to the overall ethos, work and aims of the school and Trust. * Appreciate and support the role of other professionals. * Attend relevant meetings as required. * Treat all users of the school with courtesy and consideration. * Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times. * Model the core values of independence, resilience, perseverance and consideration towards others. |
| **Personal and Professional Conduct**   * Demonstrate the highest professional standards at all times. |