

Job Description – Principal Stoke Minster Church of England Academy

Post: Principal **Salary:** Leadership Pay Spine: L22-L28
Responsible to CEO

Core Purpose

The Principal shall carry out their professional duties in line with the National Standards of Excellence for Head Teachers (2015) and The Teachers' Standards (2013), continually working in accordance with the School Teachers Pay and Conditions Document and would be expected to define, challenge and embed high standards within a self-improving education system.

Accountable to the Local Academy Committee and CEO of the MAT for ensuring the educational success of their academy within the framework of their individual academies' strategic plans, the principal would strive to underpin best practice and empower colleagues and peers.

Provide professional leadership and management within their individual academy, establishing a culture that promotes excellence, equality, high expectations and ambitions of all pupils, whilst contributing to the continual success of all pupils within the St Chad's Academies Trust family.

Responsibilities

- The effective implementation and embedding of the agreed St Chad's Academies Trust vision, principles and policies within the school;
- Providing leadership across all aspects of the internal organisation, professional leadership, management and control of their academy;
- To actively promote and develop the academy's Christian Distinctiveness
- Creating a culture of constant improvement, be an inspirational leader; demonstrating a positive impact on the quality of teaching and learning and who is committed to the highest achievement in all areas of the academy's work;

Shaping the Future (Strategic Leadership)

- Work with the Senior Leadership Team and the Local Academy Committee, and under the guidance of the Diocesan Improvement Adviser to develop the shared vision and strategic plan for the academy, which is responsive to the community it serves. At the core of this should be the educational and personal development of the pupils;

Work with the CEO of the MAT, St Chad's Academies Trust Board, MAT Board, Local Academy Committee Members, and staff to define, effectively communicate and implement the academy's vision and strategic direction so that it is understood and acted upon by all stakeholders;

- Work within the academy community to translate the vision into agreed objectives and operational plans, which will drive forward and sustain school improvement;
- Ensure the sustained raising of aspiration, achievement and attainment, is met through an inclusive, sustainable and innovative lifelong education environment;
- Ensure the academy achieves its performance targets;
- Demonstrate the vision and values of St Chad's Academies Trust in everyday work and practice; leading by example. Motivate and work innovatively within the academy and Trust to create a shared culture and positive climate, developing effective and productive relationships with a wide range of stakeholders;
- Secure the commitment of parents and the wider community to the vision and direction of the academy and the Trust;
- Challenge, motivate and empower others to attain ambitious outcomes;
- Working with the MAT CEO / Local Academy Committee, to develop strategies for academy readiness in Early Years. Ensuring a positive transition across Key stages, both primary and secondary education for pupils and parents.

Leading Learning and Teaching

- Drive and inspire a passion for learning in every member of the school community;
- Provide a model of outstanding practice to all staff in teaching and school leadership;
- Secure and sustain effective teaching and learning throughout the academy by ensuring sound strategies are in place for monitoring and evaluating the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for rapid improvement of all pupils including those in vulnerable groups;
- Promote excellence in teaching and learning, ensuring a continuous and consistent focus on pupils' achievement and development (the whole-child as well as academic);
- Ensure that a high quality educational experience is available for all pupils and young people;
- Create a positive culture of challenge, support and high expectations, in order to achieve the academy's Improvement Plan, raise standards and improve the quality of teaching;
- Ensure that teaching in all year groups is improving to outstanding;
- Ensure that all pupils make good progress including where there are barriers to learning.
- Use of clear, consistent and excellent systems and provision for all; actively promoting inclusion;
- Provide and apply effective and appropriate pastoral support to all pupils in the academy;
- Through robust and effective monitoring and evaluation, identify and act on areas of improvement in relation to the curriculum and assessment;

- Keep informed of developments within the National Curriculum and other relevant curriculum development sources, to ensure that the curriculum is rich, relevant and inspirational and contributes to outstanding educational and whole-child outcomes;
- Reflect the National Society publication: Deeply Christian Serving the Common Good, a vision for education
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence;
- Develop an inclusive and supportive approach so that each academy is a place where all young people and the wider academy community feel welcome.;

Developing Self and Working with Others

- Treat everyone within the academy fairly and equitably;
- Develop a culture of personal responsibility which recognises both excellence and supports appropriate strategies to deal with under performance, in accordance with Trust Appraisal and Capability policies and procedures;
- Ensure a high standard of professional development for all staff and for self, including attending all mandatory training events;
- To build a collaborative learning culture within the academy and actively engage with other academies within the MAT and the wider St Chad's Academies Trust family to build effective learning communities;
- Work with all staff to build effective teams;
- Sustain their own enthusiasm and motivation and develop and sustain that of other staff;
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities;
- Develop and maintain effective strategies and procedures for staff induction, professional development and appraisal as below;
- Implement and monitor an effective and consistent academy appraisal procedure incorporating quality assurance and professional development of teachers;
- 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, identified through the appraisal process;
- Develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the academy, the MAT and the wider St Chad's Academies Trust family;
- Under the direction of the MAT CEO develop capacity, through coaching and mentoring members of the senior leadership team and middle leaders;
- Keep abreast of educational developments and best management practice to introduce appropriate innovation, contributing to joint practice development across the Trust.

Managing the Organisation

- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities;
- Advise St Chad's Academies Trust on the formulation of the annual budget in order that the academy secures its objectives;
- Prepare the academy budget in order to ensure financial objectives are met;
- Manage the academy's financial and human resources effectively and efficiently to achieve the academy's educational goals and priorities;
- Work with the SLT and MAT Board to recruit and retain staff of the highest quality;
- Work with the MAT Board and senior colleagues to deploy all staff effectively in order to improve the quality of education provided;
- Manage and organise the academy environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations;
- Ensure that the allocation and use of accommodation within the academy provides a positive learning environment that promotes the highest achievement for all;
- Work with St Chad's Academies Trust, the, SLT and School Business Manager to maximise the level of external funding that is attracted to support each academy's development;
- Promote, embed, secure and monitor all agreed St Chad's Academies Trust policies.

Securing Accountability

- Work with the Local Academy Committee, and the MAT Board (providing information, objective advice and support) to enable both to meet their responsibilities;
- Ensure that individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation;
- To develop an ethos which will enable everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes;
- Develop and present a coherent, understandable and accurate account of the academy's performance to a range of audiences including the Raising Achievement Board, Local Academy Committee Members, parents, all other stakeholder parties;
- Reflect on personal contribution to academy achievements and take account of feedback from others.

Strengthening Community

- Build an academy culture and curriculum which takes account of the richness and diversity of the academy's communities;
- Ensure learning experiences for pupils are linked into and integrated within the wider community of the MAT;

- Create and maintain an effective partnership with parents to support and improve pupils' achievement and personal development;
- To seek opportunities to invite parents, community figures, businesses and organisations and those from the wider St Chad's Academies Trust family into the academy to enhance and enrich the academy and its value to the wider community.

Equal opportunities

- To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

Safeguarding children and Safer Recruitment

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the academy, Local Academy Committee, St Chad's Academies Trust Board;
- Ensure that all policies and procedures adopted by the MAT Board and the Local Academy Committee are fully implemented and followed by all staff;
- Ensure that sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children;
- All parents, staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.
Adhere to robust safeguarding governance in relation to recruitment across the academy and St Chad's Academy Trust (where applicable)

Health and Safety

- To work in compliance with the academy's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the academy;
- To ensure compliance with procedures is observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training, instruction and supervision as necessary to accomplish those goals.

Data Protection

- To ensure compliance with the Data Protection Act (1974) and the Freedom of Information Act (2000).