

Principal Piper's Vale Primary Academy

Job Description

Purpose

To ensure an excellent education for all pupils in the academy.

To contribute, as an active member, to the overall leadership of the Trust and to model the standards and behaviours of an outstanding leader in education.

Accountability

To be accountable to the Trust, which shall include the Chief Executive Officer (CEO) and the Board of Directors, for overall performance.

Safeguarding

To be the Designated Safeguarding Lead for the academy, and take lead responsibility for safeguarding and child protection within the academy.

To take professional responsibility for keeping up to date with safeguarding knowledge, skills and developments including those relevant to the Designated Safeguarding Lead role.

To be the designated teacher within the academy responsible for promoting the educational achievement of children who are looked after,

Relationships

To establish, develop and maintain professional and effective working relationships with the CEO and the other members of the Board of Directors, staff, parents/carers and pupils/students, other academies in the Trust, stakeholders, agencies and members of the local community.

To develop a positive ethos in the academy in which individuals feel valued and where personal endeavour and responsibility are encouraged.

Strategy and leadership

With the CEO, Board of Directors and other key stakeholders, to develop an agreed strategic plan for the academy that includes short, medium and long term targets and which is based upon secure and robust financial/resources planning.

Teaching and learning

To implement and develop the whole curriculum as agreed with the CEO and the Board of Directors.

To be committed to a broad and balanced curriculum, which provides access to real experiences.

To focus relentlessly on improving, monitoring and evaluating the quality of teaching for all pupils/students.

To ensure that pupil achievement is at or above national standards.

To set challenging and motivating targets for individual pupils, members of staff and the academy.

To have the highest expectations for pupils' behaviour at all times, including their attitudes to learning in the lessons.

Assessment and reporting

To ensure the use of regular assessment to monitor attainment and progress and respond appropriately to such monitoring.

To maintain regular communication with parents/carers to report on levels of attainment and progress.

To ensure that a yearly report is written and shared with pupils and their families.

To report all data required by the Department for Education, the local authority and any other agency. Further, to ensure this information is provided to the Board of Directors and relevant committees.

Staff management

To facilitate and support teaching and learning through the maintenance and development of a high quality learning environment.

To ensure all staff understand the values and ethos of the academy, the current aims and objectives and their role in making sure they are fulfilled.

To be responsible for the effective appraisal, deployment, management and effective supervision of all academy staff.

Resources and management

To oversee the delegated finances and facilities and other resources in conjunction with the CEO. This includes the implementation and maintenance of secure procedures and systems and adherence to the Trust's financial code of practice.

To recruit, retain, reward and motivate staff who can and do achieve the objectives set for them individually to further the overall objectives of the academy.

To manage the operational functions of the academy's administration and premises management teams.

To provide the relevant committees with all their requirements, leading to full oversight of the requirements of the Board of Directors. This includes school self-evaluation and the academy improvement plan.

Interpersonal skills

To develop an effective leadership and management style that is consistent with the values and culture of the Trust and the academy.

To demonstrate excellent communication skills, compassion, diplomacy, honesty and frankness. To have the ability to give and to receive feedback as a tool for continuous personal improvement.

Commensurate Statement

Undertake any other reasonable duties commensurate with the grade as determined by the CEO.

Signature of post holder: _____

Name of post holder: _____

Date: _____

Signature of CEO: _____

Job Specification

All of the following criteria are essential unless otherwise stated and will be tested as part of the selection process. Those criteria that will be assessed at the written application form stage are marked as 'A'. Those that will be assessed as part of the selection interview process are marked as 'I'.

As a guide your written personal statement should be no more than two sides of A4.

	'A'	'I'
Qualifications		
Educated to degree level	✓	
Qualified teacher	✓	
Able to work in the UK	✓	
Experience		
Successful experience in a senior leadership role in a school with a proven track record of raising standards	✓	✓
Extensive experience of working across several key stages (Desirable)		✓
Knowledge and experience of financial/resource management, including effective deployment of pupil premium funding (Desirable)		✓
Evidence of successful leadership of effective teaching and learning	✓	✓
Proven record as a highly effective teacher with a deep understanding of high quality teaching and learning	✓	✓
Extensive experience of developing staff, team building and effective staff management		✓
Experience of providing a curriculum, based on the national curriculum, that is broad and balanced and has a positive impact on pupils'/students' well-being and their spiritual, moral, social and cultural development (Desirable)		✓
Experience of securing and maintaining high standards of behaviour, including pupils' /students' attitudes to learning	✓	✓
Strategic vision and professional knowledge/understanding		
Vision aligned with the Trust's high aspirations and high expectations of self and others	✓	✓
Being able to assess risks and make sound judgments based on proper risk assessment		✓
Clear understanding and commitment to the strategies required to maintain and further improve the high standards of pupil/student attainment and achievement		✓
Able to develop a shared vision, to inspire and build confidence and to secure and sustain the culture of high expectations		✓
In-depth knowledge and understanding of current educational priorities and Department for Education and Ofsted expectations		✓
Able to manage and further develop the established effective working relationships with parents/carers, directors, and all other stakeholders		✓
Able to develop strategies for engaging parents/carers, including those who are hard to reach, for the benefit of pupils/students		✓
Able to maintain and develop a strong, proactive staff team, where individuals make a full contribution to achieve the academy/ies' shared vision and values		✓
A good understanding and a demonstrable commitment to equality and inclusion across all aspects of school life in both principle and practice		✓
Personal qualities		
Assumes accountability and personal responsibility for all aspects of performance		✓
Emotional resilience and stamina when dealing with the regularity of day-to-day, highly challenging issues and circumstances	✓	✓
Dedicated to ensuring the safety and welfare of all pupils and staff		✓
Excellent communicator with effective listening and negotiating skills; articulate and confident		✓
Ability to represent the academy/Trust in high profile meetings with confidence and credibility		✓
Ability to manage oneself, including time management and professional direction and development, and the ability to work effectively under pressure		✓