

## JOB DESCRIPTION

<b>POST TITLE:</b>	Principal
<b>PAYSCALE:</b>	Leadership Spine (L26 – L33)
<b>RESPONSIBLE TO:</b>	Chief Executive Officer
<b>RESPONSIBLE FOR:</b>	School Leadership team Leaders of Teaching and Learning in Core Subjects Pastoral Lead(s)
<b>CORE PURPOSE:</b>	<b>To provide leadership and management for Callerton Academy, carrying a range of the professional duties of a Head Teacher as set out in the School Teachers' Pay and Conditions Document</b>
<b>JOB PURPOSE:</b>	<b>To secure outstanding education for all students both in terms of provision and outcomes</b>  <b>To effectively manage the school, staff and resources in collaboration with the CEO and trust executive team</b>  <b>To ensure the effective implementation of the trust's agreed vision, principles, strategies and policies</b>

### MAIN RESPONSIBILITIES:

The following list is typical of the level of duties which the postholder could be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

#### **Vision and Strategy**

Ensure that both the trust's vision and the school vision are clearly articulated, shared, understood and acted upon effectively by all. Demonstrate the visions and values in everyday work and practice.

Develop and implement effective and appropriate school level policies and procedures in line with trust requirements and ensure that the relevant trust policies and procedures are consistently applied and adhered to

Ensure effective self-evaluation and school improvement planning in line with trust strategies and with the support of the CEO and Executive Directors. Lead the Ofsted process for the school during inspections with specialist support from the CEO and executive team.

#### **Teaching, learning, attainment and achievement responsibilities**

Lead the management of the school's curriculum and programme of teaching and learning alongside the Executive Director of Curriculum and Executive Director of Teaching, Learning & Communications, ensuring students receive high quality education which promotes excitement, enjoyment and enthusiasm in learning

Ensure the effective delivery of high quality teaching and the maintenance of the highest of academic standards alongside the Executive Director of Performance and Executive Director of Teaching, Learning and Communications

Secure effective assessment and reporting processes in line with trust requirements, ensuring that appropriate action is taken with regard to securing excellent levels of progress and achievement for all students

### **Staff and students**

Take the lead responsibility for promoting and safeguarding the welfare of students ensuring they are safe and protected and that effective safeguarding procedures operate across the school

Ensure the maintenance of good behaviour and discipline through an appropriate, agreed system of rewards and sanctions for students which is consistently applied

Uphold trust expectations for the professional conduct and practice of staff, creating a culture within which staff are motivated and supported to develop their talents

Ensure trust and school systems regarding accountability and management of the performance of staff are carried out effectively, including the addressing of underperformance

Alongside the Executive Director of Teaching, Learning and Communications, Chief Operating Officer and MAT HR Lead, secure effective programmes for staff development and well-being

### **Partnerships and community**

Work effectively across the full range of external stakeholders (including government, funding and regulatory bodies) and develop positive relationships across the trust, with parents and within the local community

Advise, inform, support and work closely with the Local Advisory Group to enable it to meet its responsibilities. Report on elements of the school's provision to trustees and/or the executive team as required

Ensure marketing and communications from the school are regular, and serve to enhance the reputation of the school and the trust, liaising with the Executive Director of Teaching and Learning and Communications as appropriate

Support Principals of other trust schools when required