



JOB DESCRIPTION

Post Title: Principal

Responsible To: Chief Executive Officer and SNMAT Board of Directors

Main Purpose: To carry out the duties of Headteacher recognising the unique features of our academy. This is in accordance with the Teachers Pay and Conditions Document and other relevant statutory provisions.

Shaping the Future

Our Headteacher will work with the CEO, MAT Board of Directors, Local Governing Body and wider Community to deliver our shared vision and strategic plan, and to inspire and motivate students and staff.

The Headteacher will:

- Ensure the vision for this church academy is clearly articulated, shared, understood and acted upon;
- Work within the school community to translate a vision and strategy into agreed objectives and operational plans which will promote and sustain school improvement;
- Demonstrate vision and Christian values in everyday work and practice;
- Motivate and work with others to create a shared culture and positive climate;
- Ensure creativity is used across the curriculum to provide positive opportunities for our students.

Managing the Organisation

Our Headteacher will provide effective management of the school and seek continuous improvements in the organisational structures.

The Headteacher will:

- Take responsibility for safeguarding and promoting the welfare of the students;
- Provide and implement clear, evidence based improvement plans for the development of the academy and facilities;
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the academy;
- Manage and organise the academy's effective and efficient provisions to ensure they meet the needs of the curriculum and health and safety requirements;
- Ensure the range, quality and use of available resources are monitored, evaluated and reviewed to improve the quality of education for all students and provision of value for money.



Leading Teaching and Learning

Our Headteacher has central responsibility for raising the quality of teaching and learning in the academy. This involves raising expectations, maintaining and evaluating outcomes and establishing a successful learning culture which all impacts upon student achievement.

The Headteacher will:

- Ensure a consistent and continuous school-wide focus on student achievement, using data and benchmarking to monitor progress for every student;
- Ensure that learning is at the centre of strategic planning and resource management;
- Establish creative and responsive approaches to teaching and learning, leading by example by being an exceptional teacher;
- Implement strategies which promote high standards of behaviour and attendance;
- Monitor, evaluate and review classroom practice and promote improvement strategies;
- Challenge under performance at all levels and ensure action is taken.

Self Development and Working with Others

Effective communication and relationships are key to effective leadership. The Headteacher needs to build a professional learning community, which enables others to achieve.

The Headteacher will:

- Treat people fairly, equitably and with dignity and respect to maintain the positive school culture;
- Develop and maintain effective strategies for staff induction, professional development and performance management;
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities;
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams;
- Develop and maintain a culture of high expectations for self and others;
- Manage own workload and that of others to allow an appropriate work/life balance.

Strengthen the Community

Our Headteacher should engage with the internal and external community to secure collaborative working and outreach to bring positive benefits to the academy.

The Headteacher will:

- Build a culture and curriculum which takes account of the richness and diversity of the local community, including the parish church, Southwell and Nottingham Diocese and the wider community;
- Create and maintain effective partnerships with parents and carers to support and improve the student's achievements and developments;
- Collaborate with other partners to ensure the personal development of children is out at the heart of school life to ensure that they develop spiritually, morally, socially and culturally and foster excellent attitudes towards learning;
- Seek opportunities to invite parents and carers, community figures and businesses into the academy to enhance and enrich the value the academy has within the local community;



- Co-operate and work with relevant agencies to protect children.