

JOB DESCRIPTION



POST TITLE: PRINCIPAL

OVERALL PURPOSE OF THE POST

The Principal is responsible for providing inspirational vision and professional leadership of the academy in line with the ACET vision and values, ensuring high quality provision and continuous improvement. As an ACET Principal, the post-holder will be a constructive, collaborative member of the wider ACET leadership team, and will model the standards, values and behaviours expected of an outstanding leader in education.

MAIN DUTIES AND RESPONSIBILITIES (in line with the Headteachers' Standards)

Culture

- Establish and sustain the academy's ethos and strategic direction in partnership with the local governing body and through consultation with the academy community and in line with the ACET vision, values and strategic direction
- Create a culture in the academy where students/pupils experience a positive and enriching school life
- Uphold ambitious educational standards which prepare students/pupils from all backgrounds for their next phase of education and life
- Promote positive and respectful relationships across the whole academy community and a safe, orderly and inclusive environment
- Ensure a culture of high staff professionalism

Teaching

- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- Ensure teaching is supported by high levels of subject expertise
- Ensure effective formative assessment

Curriculum and Assessment

- Ensure a broad, structured and coherent curriculum, in line with the ACET model, which sets out the knowledge, skills and values that will be taught
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- Ensure that all students/pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in teaching early reading where applicable (primary only)
- Ensure valid, reliable and proportionate approaches are used when assessing students/pupils

Behaviour

- Have high expectations for students'/pupils' behaviour, built upon relationships, rules and routines which are understood clearly by all staff and students/pupils
- Ensure high standards of student/pupil behaviour and courteous conduct in accordance with the ACET Behaviour and Rewards policy (secondary) or the academy Behaviour and Rewards policy (primary)

- Manage behaviour consistently, fairly and respectfully
- Ensure that adults within the academy model and teach the behaviour of a good citizen

Additional and Special Educational Needs and Disabilities (SEND)

- Ensure the academy holds ambitious expectations for all students/pupils
- Create a culture and practices that enable students/pupils to access the curriculum and learn effectively
- Ensure the academy works effectively with parents, carers and professionals, to identify the additional needs of students/pupils, providing support and adaptation where appropriate
- Ensure the academy fulfils its statutory duties under the SEND code of practice

Professional Development

- Ensure staff have access to high-quality, sustained professional development opportunities
- Prioritise the professional development of all staff, ensuring effective planning, delivery and evaluation which, in the case of teachers, is consistent with the standard for teachers' professional development
- Ensure that professional development opportunities draw on expert provision from beyond the academy, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

Organisational Management

- Ensure the protection and safety of students/pupils and staff through effective approaches to safeguarding
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds, working with the trust CFO and within the ACET Financial Regulations
- Ensure staff are deployed and managed well with due attention paid to workload and wellbeing
- Establish and oversee academy systems, processes and policies that enable the academy to operate effectively and efficiently
- Implement ACET trust-wide policies to ensure academy practice and procedure is aligned with that of the wider trust
- Ensure rigorous approaches to identifying, managing and mitigating risk

Continuous Improvement

- Identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the academy's context
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

ACET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Working in Partnership

- Forge constructive relationships beyond the academy, working in partnership with parents, carers and the local community
- Contribute to the wider ACET trust, working with other ACET academies and central teams, sharing best practice and resources for the greater good of all ACET children
- Work successfully with other schools and organisations in a climate of mutual challenge and support
- Create working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

Governance and Accountability

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- Create professional working relationships with those responsible for governance
- Ensure that staff know and understand their professional responsibilities and are held to account
- Ensure the academy effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

OTHER

All ACET staff are expected to:

- Appropriately maintain the confidentiality of the working environment;
- Promote and support the aims, ethos and vision of the academy/trust;
- To comply with all ACET policies and procedures;
- To comply with all statutory guidance as relevant for their role, including the Health and Safety at Work Act 1974;
- Work in a flexible manner, undertaking any reasonable duties commensurate with the salary and grade of the post.
- Work in other ACET academies, as required (with travel payment if appropriate).

The purpose of this job profile is provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with the post holder, this profile may be reviewed and could be subject to change during the course of employment.

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