Job Description

Post Title: Principal

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| **Vision** | Deliver the vision and values of the Governing Body (GB) to ensure that The Edge Academy improves to become a centre of best practice in the education and care of young people who present with challenging behaviour.  |
| **Salary/Grade** | Leadership scale |
| **Disclosure level** | Enhanced. An enhanced DBS check is a requirement for this post with other checks required for safeguarding children. |

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| **MAIN DUTIES** |
| **Duties and key result areas** | Professional Duties to be carried out in accordance with the terms and conditions of the current School Teachers’ Pay and Conditions Document issued by the Department For Education (DFE). The Principal would be required to carry out the Governing Body’s policies concerning racial and sex equality and the rights of people with disabilities in terms of equal opportunity for employment in all posts within the school. The professional duties of the Principal shall include: |
| **Strategic direction and development of the academy** | * Working with the governing body to provide vision, leadership and a clear direction for the school.
* Formulating the overall aims and objectives of the school and policies for their implementation and annual review.
* Producing, monitoring and evaluating a school development plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers’ effectiveness and securing school improvement, recruitment and retention.
* Securing the commitment of staff, pupils, parents, partner schools and the wider community to the vision and direction of the school
* Ensuring that the management, finance, organisation and administration of the school support its vision and aims
* Arranging for the Vice Principal or other suitable person to assume responsibility for the discharge of the Principal’s functions at any time when absent from the school
* Ensuring that safeguarding and protecting pupils is a core priority to the school’s work within a culture of vigilance.
* Implement robust and sustainable strategies to drive through changes necessary to deliver high quality services, within the school and subsequently for the broader community.
* Ensuring high quality, multi-agency services are available to support the educational, behavioural and social needs of pupils attending the school
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|  | * Creating an organisation in which staff recognise that they are accountable for the success of the school.
* Taking overall responsibility for discipline, pastoral care, safeguarding and student progress.
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| Teaching and Learning | * Promoting and securing effective teaching, learning, high standards of achievement, good behaviour and discipline within a safeguarding culture
* Leading on the design and implementation of the school’s overall provision.
* Ensuring that each child has access to a personalised curriculum aligned to their needs.
* Developing innovative approaches to meet the educational needs of pupils who enter The Edge Academy with a low skill base and who require intensive support.
* Developing a purposeful and focused learning environment through the effective management of pupils’ behaviour and a joint learning approach for pupils and parents.
* Determining, organising, implementing and monitoring a broad and balanced curriculum offer with integrated specialist intervention, and assessment which identifies and acts on areas for improvement
* Ensuring that each pupil has access to a personalised curriculum aligned to their needs.
* Developing innovative approaches to meet the educational needs of pupils who enter The Edge Academy with a low skill base and who require intensive support.
* Monitoring and evaluating the quality of teaching and standards of learning and achievement of all pupils, in order to set and meet challenging, realistic targets for improvement
* Creating and maintaining an effective partnership with parents to support and improve pupils’ achievements and personal development.
* Developing a purposeful and focused learning environment through the effective management of pupils’ behaviour and a joint learning approach for pupils and parents.
* Developing strategies that will promote ‘student voice’ and involve pupils in a meaningful way in the future development of the school, treating them as partners in the learning process.
* Managing pastoral care, student welfare, anti-bullying and child safeguarding and protection procedures effectively.
* Developing and maintain effective assessment, recording and reporting systems to monitor each child’s progress across a range of academic, behavioural and social indicators.
* Establishing high expectations amongst staff for the academic progress of all pupils.
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| Leading and Managing Staff | * With the governing body, participating in the selection and appointment of the teaching and non-teaching staff as appropriate to ensure that appointees have the potential to achieve the agreed aims of the school
* Deploying and managing all teaching and non-teaching staff and allocating particular duties, including such duties of the Principal as may be properly delegated, in a manner consistent with conditions of employment
* Implementing and sustaining effective systems for the management of staff performance, incorporating targets for teachers, including targets relating to pupils’ achievement
* Motivating and enabling all staff in the school to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs.
* Implementing all required safeguarding and other updates into policies and procedures (at least annually) as the designated safeguarding lead. This includes the SCR, training and reporting frequently to the Governing Body on the effectiveness of safeguarding procedures
* Ensuring all staff, volunteers and others that work with pupils are safe, by following appropriate procedures.
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| **Efficient and Effective Deployment of Staff and Resources** | * Deploying and developing all staff effectively in order to build on the quality of education provided and working with governors to recruit staff of the highest quality
* Developing a curriculum model that will address the previous underachievement of pupils attending, re-engage them with learning, and ensure rapid progress to the point where if appropriate, can successfully re-integrate into a mainstream setting.
* Creating and develop an organisation in which staff recognise that they are accountable for the success of the school.
* Setting appropriate priorities for expenditure, allocating funds and ensuring effective administration and control
* Managing, monitoring and reviewing the range, quality, quantity and use of all available accommodation and resources in order to build the quality of education, improve pupils’ achievements, ensure efficiency, secure value for money and meet health and safety regulations
* Advise the governing body on the formation of the annual budget in order to ensure the school achieves its objectives.
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| **Accountability** | * Providing information, advice and support to the governing body to enable it to meet its responsibilities
* Creating and developing an organisation in which all staff recognise that they are accountable for the success of the school
* Acting in accordance with legislation affecting the conduct of the school, its staff and young people, particularly that governing health and safety matters and employment rights.
* Monitoring and evaluating overall spending and value for money, including spending in relation to pupil premium funding.
* Presenting a coherent and accurate account of the school’s performance in a form appropriate to a range of audiences
* Ensuring that parents and pupils are well informed about the curriculum, attainment and progress, and about the contribution that they can make to achieving the school’s targets for improvement.
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| **Additional Duties/Tasks** | To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.*JOB DESCRIPTION: All of the above will reviewed at regular intervals in relation to school priorities and needs.* |
| Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |