



#### Job Description

JOB TITLE	Principal Level 2
PHASE	Secondary
REPORTING TO	South West Director of Education
RESPONSIBLE FOR	Brixham College

#### Job Purpose

The Principal will provide leadership and management for the College, ensuring continual improvement and high quality, engaging and fulfilling cognitive education for all students.

The Principal will lead on the further development in Quality of Education including standards of curriculum, teaching, learning and achievement, Behaviour and Attitudes, Personal Development, Leadership and Management.

The Principal will promote and safeguard the welfare of all children for whom the College and Academy Governance Board (AGB) are responsible and those with whom they come into contact.

#### Duties and Responsibilities

##### Strategic Leadership

- Develop the shared vision and strategic plan for the College, which is responsive to the communities they serve. At the core of this should be the educational and personal development of the students.
- Work with the Executive Team via the Regional Director, Board of Directors and members of the MAT, Governors and staff to define and implement the College's vision and strategic direction, so that it is understood and acted upon by all stakeholders.
- Create a culture of raising aspiration, achievement and attainment, which is achieved through an inclusive, sustainable and innovative lifelong education environment.
- Ensure the College achieves their performance targets.
- Promote the College to a range of audiences.
- Secure the commitment of parents/carers and the wider community to the vision and direction of the College.
- Work with all stakeholders to generate enthusiasm and commitment.
- Challenge, motivate and empower others to attain ambitious outcomes.



### Leading Thinking, Teaching and Learning

- Secure and sustain effective teaching and learning throughout the College by ensuring sound strategies for monitoring and evaluating the quality of teaching and standards of students' achievement are in place, using benchmarks and setting targets for improvement.
- This should include those with special educational or linguistic needs in order to set and meet challenging, realistic targets for improvement.
- Promote excellence in teaching and learning, ensuring a continuous and consistent college wide focus on students' achievement and development (moral, spiritual, physical and social, as well as academic).
- Embrace cognitive education and ensure the college operates within the culture and ethos of an accredited Thinking College.
- Ensure that a high-quality educational experience is available for all children and young people.
- Create a culture of challenge, support and high expectations.
- Ensure that effective and appropriate pastoral support is available to students.
- Through monitoring and evaluation, identify and act on areas of improvement in relation to the curriculum and assessment.
- Develop an inclusive and supportive approach so that the College is a place where all students feel welcome.

### Raising Aspiration, Achievement and Attainment

- Ensure that the needs and aspirations of each student is addressed through personalised learning and mentoring.
- Ensure that assessment data is used to set challenging targets.
- Challenge practice to ensure a stimulating learning environment.
- Ensure Academy-wide priorities are consistently and effectively implemented.

### Developing Self and Working with Others

- Treat everyone within the College fairly and equitably.
- Develop a culture of personal responsibility that recognises both excellence and supports appropriate strategies to deal with under performance.
- Ensure a high standard of professional development for all staff and for self.
- Work with all staff to build effective teams.
- Sustain their own motivation and that of other staff.
- Motivate and enable all staff to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs.
- Develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the College.
- Develop the capacity, through coaching and other appropriate means, of the educational leadership and management, particularly the SLT.



### Leading the Organisation

- Provide competent, dynamic, consistent and motivational leadership, ensuring the successful delivery of the vision, ethos, aims and objectives of the College.
- Lead by example, be personally visible and committed whilst adopting a strong and flexible leadership style.
- Establish collaborative and open relationships with all stakeholders.
- Critically evaluate College performance.
- Ensure that communication channels exist enabling all staff to receive information they need in order to carry out their professional duties effectively.
- Ensure structures deliver students progression, attainment and achievement.
- Oversee the implementation of a firm and fair performance management framework for all staff.

### Managing the Organisation

- Work with Trust Executive team and senior colleagues to recruit and retain staff of the highest quality.
- Work with the Trust Executive team and senior colleagues to deploy all staff effectively in order to improve the quality of education provided.
- Ensure that the allocation and use of accommodation within the college provides a positive learning environment that promotes the highest achievement for all.

### Securing Accountability

- Work with the Regional Director of Education to enable them to meet their responsibilities.
- Ensure all staff have clearly defined responsibilities and accountabilities.
- Support the College to establish strong middle leadership roles within a distributed leadership structure.
- Secure robust College self-evaluation and quality assurance procedures.

### Leading in the Community Through Collaboration

- Support the Regional Director of Education in developing community engagement, promoting a continuous culture of change and nurturing creativity for all.
- Create and maintain an effective partnership with parents/carers.
- Strengthen the College's positive image in the wider community.
- Develop the College's extended college provision.
- Actively support the diversity of the College communities and students.



### Conditions

The Principal will undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Regional Director of Education and College Governance Board (AGB).

### Generic Duties relevant to all members of Staff

#### The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at Brixham College, however, you may be asked to work at any of the other academies within the Trust or partner colleges and you should expect to travel between sites as required.

#### Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

#### ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

#### Health and Safety

- Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.



### Safeguarding

- The Thinking Colleges Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Colleges Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead

### Data Protection

- Ensure confidentiality of personal data at all times by sharing, processing, obtaining and advising on data in line with Trust Data Protection policies and procedures. Having due regard for the high level of personal and special category data processed within your role.
- The Thinking Colleges Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach, they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Principal Level 2

Name:.....

Signed: .....

Date: .....



Person Specification	
Essential	Desirable
<b>Qualifications and Training</b> <ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Degree</li> <li>• National Professional Qualification for Headship (NPQH) or commitment to achieve</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 Safeguarding trained</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Proven track record of implementing and sustaining college improvement strategies</li> <li>• Successful leadership and management experience in a college</li> <li>• Involvement in college self-evaluation and development planning</li> <li>• Demonstrable experience of successful line management and staff development</li> <li>• An understanding of key educational challenges</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with college Governors/Board of Directors</li> <li>• Experience of working with and developing links with the community and wider region</li> </ul>
<b>Skills and Knowledge</b> <ul style="list-style-type: none"> <li>• Excellent leadership skills underpinned by strong operational knowledge</li> <li>• Data analysis skills, and the ability to use data to set targets and identify weaknesses</li> <li>• Effective communication and interpersonal skills</li> <li>• Able to build excellent relationships which inspire and motivate</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of college finances and financial management</li> <li>• Able to build and sustain high-functioning teams</li> </ul>
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>• Commitment to uphold the 7 principles of public life (the <a href="#">Nolan principles</a>) at all times</li> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the Trust and college</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> </ul>	