



THE GREENWOOD TRUST

JOB DESCRIPTION

Post Reference:	Prin/MEDESHAMSTEDE
Post Title:	EXECUTIVE PRINCIPAL / PRINCIPAL
Base:	Medeshamstede Academy
Rationale:	<ul style="list-style-type: none"> • To lead Medeshamstede Academy and to be directly responsible to the Strategic Director of SEND for performance and standards in the academy • Additional responsibility for Executive Principal: <ul style="list-style-type: none"> ○ to provide trust wide SEND leadership improvement capacity working closely with the Strategic Director of SEND.
Reporting to:	Strategic Director of SEND
Responsible for:	The provision of a full learning experience and support for students in accordance with the professional duties of a teacher.
Liaising with:	The Strategic Director of SEND, the Chief Education Officer, Heads of School, Principals, Trust Members, Councils, relevant senior leadership teams, teaching/support staff, external agencies and parents.
Working time:	<p>Full-time.</p> <p>This salary is fully inclusive and remunerates you for the full range of duties including the requirement to work outside normal office hours. You will participate in reasonable out of hour arrangements as necessary to support The Greenwood Trust needs.</p>
Salary/Grade:	To be negotiated individually.
Academy/School:	The term “Academy” or “School” refers to the full range of Academy sites assigned to each Executive Principal.
Further duties:	To carry out the following professional duties as provided for under the relevant sections of the School Teachers’ Pay and Conditions Document.
Operational/Strategic Planning	<ul style="list-style-type: none"> • Have a strategic view of how to successfully develop the Academy. • Be responsible for the management and development of the Academy and all its resources.

- Ensure the national statutory requirements, the decisions of the Trust Board and the needs of the students, their parents and the community are met.
- Manage a complex organisation effectively and ensure the successful implementation of radical change.
- To lead the Academy's planning activities.

Teaching and Learning:

The Principal will:

- Ensuring that the statutory requirements of the National Curriculum are met.
- Providing a broad and relevant curriculum.
- Ensure the quality of teaching and learning is consistently good.
- Ensuring that the curriculum delivered matches the needs of all students.
- Achieving a sense of harmony, through the effective management of student behaviour.
- Ensuring that there is an effective assessment, recording and reporting system of student progress.
- Keeping expectations high in circumstances where there is significant social deprivation.
- Monitoring and evaluating the curriculum for both quality and value for money.

Leading and Managing Staff:

- Lead on all matters relating to Academy provision.
- Manage the recruitment and selection of teaching and support staff.
- Exercise effective staff management, lead and motivate others and generate effective working relationships at all levels.
- Maximise the contribution of all staff within the Academy to improve the quality of education provided and standards achieved.
- Manage the effective deployment and performance of all staff within the Academy and by ensuring their professional development through effective systems for the management of staff performance.
- Create and maintain good working relationships among all members of the Academy community.
- Sustain their own motivation and that of their staff.
- Promote the Academy ethos in which the highest achievements are expected from all members of the Academy community.
- Ensure that professional duties are fulfilled as specified in the Teachers' Pay and Conditions document.
- To lead the Academy's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review

process.

Efficient and effective use of staff and resources:

- Formulation of the annual budget in order that the Academy secures its objectives.
- Work with the Education Directorate and senior colleagues to recruit and retain staff of the highest quality.
- Plan, manage and monitor the curriculum of the Academy within the agreed budget, setting appropriate priorities for expenditure.
- With the Trust Finance Director ensure the regular monitoring of the budget for the Academy and the oversight of the use of resources.
- With the trust Director of Operations manage and organise the accommodation of the Academy efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements.
- Ensure that the allocation and use of accommodation within the Academy provides a positive learning environment that promotes the highest achievement for all.

Accountability:

- Work closely with the Education Directorate, the Trust Board and Councils.
- Provide information, objective advice and support to the Chief Executive to enable them to meet their responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- Help to create and develop an organisation in which staff recognise that they are accountable for the success of the Academy.
- Present a coherent and accurate account of the performance of the Academy in a form appropriate to a range of audiences.
- Ensure that parents and pupils of the Academy are well informed about curriculum, attainment and progress and are able to understand targets for improvement.
- Develop and encourage good relations between the Academy and the local community.

Quality Assurance:

- To help implement Academy quality assurance procedures and adhere to them.
- Monitoring and evaluating the outcomes from departments and other teams within the Academy in line with agreed Academy procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.

Management

- To maintain appropriate records and to provide relevant,

information:

accurate and up-to-date information whenever required.

- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

Communications:

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the Academy.
- To follow agreed policies for communications in the Academy.

Pastoral system:

- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To communicate, as appropriate, with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate senior staff.
- To contribute to PSHE, citizenship and enterprise education, according to Academy policies.
- To ensure there is an effective behaviour policy with staff trained and supported.

Additional roles and responsibilities for Executive Principal

- To play a full part in the life of The Greenwood Academies Trust to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To actively promote The Greenwood Trust's corporate policies.
- To comply with The Greenwood Trust's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by the STPCD not mentioned in the above.
- To promote and safeguard the welfare of students for whom you are responsible or come into contact with. Purpose: For all Academies assigned to them:
- To ensure the unique Greenwood Academies Trust ethos is embedded in all Academies in the group.
- To line manage and support Heads of School or Academy Principals.
- To delegate key responsibilities within this job description to Heads of School, Principals or other relevant staff and to monitor their progress in achieving the aims set.
- To be the named Principal in any Ofsted report for an Academy under their charge.
- To ensure safeguarding is highly effective in the academy.
- To Quality Assure:
 - - the work of the Heads of Schools/Principals.
 - - Academic outcomes.
 - -The overall quality of education.
 - - Attendance rates for pupils and staff.
 - - Standards of behaviour, attitude to learning.
- To ensure academy assigned to them is ready for any Ofsted

inspection, including oversight of the SEF and the Development Plan.

- With the Strategic Director of Academies and Deputy Chief Executive Chief Education Officer to manage the budgets for the Academy.
- To report any financial, child protection or staffing issues to the Chief Executive immediately.
- To oversee the staffing of each Academy.
- To work closely with Academy Council members and to attend all Academy Council meetings.
- To oversee staff deployment and to ensure the level and cost of staffing fits within each Academy’s assigned budget.
- To provide vision and professional leadership to secure high quality education and high standards of achievement for all staff and students.
- To satisfy the aims of the Greenwood Academies Trust through the implementation of the policies of the Trust Board.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve the highest of standards.
- To share and support each Academy’s responsibility to provide and monitor opportunities for students’ personal and academic growth.
- To co-ordinate all central services for the Academy/ Academies under his/her leadership.

All adults employed by The Greenwood Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

This job description does not form part of your Contract of Employment but is provided for guidance.

Employees are expected to maintain high standards of customer care, to uphold Greenwood Trust policies and health and safety standards and to participate in training activities necessary to their post.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.

In addition to the duties specified you may be asked to undertake other duties which may reasonably be regarded as within the nature of the duties and responsibilities of this post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description, after consultation with you.

The Greenwood Trust will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Signed

Employee: Date:

Chief Executive: Date: