



'Unlocking Potential – Inspiring Excellence'

The Latimer Arts College – Principal - Job Description and Person Specification

Post: Principal

The role of the Principal of The Latimer Arts College is to provide strategic leadership and professional management for our college. This will secure success and improvement for the college; ensure high quality education and personalised learning for all its students and high standards and achievement in all areas of the college's work. The Governing Body will expect the Principal to lead by personal example in demonstrating a full and professional commitment to excellence in education.

The Principal will carry out their professional duties in accordance with and subject to the National Conditions of Employment for Principals and Education and Employment legislation. The Principal is accountable to the Governors for the standards achieved and the conduct, management and administration of the College subject to any policies, which the Department for Education and the Governors may make.

Safeguarding Children & Safer Recruitment

- To support the College's commitment to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002.
- To ensure that the College adopts safer recruitment practices.

The Governors of The Latimer Arts College are committed to safeguarding and promoting the welfare of children and young people. The Principal must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced DBS check. **Please note:** The Governing Body expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work not specified in the job profile but which is within the remit of the duties and responsibilities.

Attributes measured by:

A – Application

<p>A. General Qualifications, Experience, Skills and Attributes</p>	<p>Qualification Requirements:</p> <ul style="list-style-type: none">A1. Qualified Teacher (A)A2. NPQH (for first Headship appointment) (A)A3. Evidence of recent and relevant continuous professional development (A) <p>General Experience Requirements:</p> <ul style="list-style-type: none">A4. Existing Head Teacher or a Deputy Head Teacher with three years, or more, experience (A)A5. Experience as part of a senior management team in a variety of roles / responsibilities (A, I)A6. Experience of working in at least two different colleges (A)A7. Experience of working in partnerships including with other colleges (A, I) <p>General Skills / Attributes</p> <ul style="list-style-type: none">A8. Ability to initiate and positively manage challenge and change (A, I)A9. Adaptable, flexible and resilient (A, I, R)A10. Energy, vigour and perseverance (A, I, R)A11. Enthusiasm and ability to enthuse and motivate others (A, I, R)A12. Self-confidence (A, I)A13. Reliability and integrity (A, I, R)A14. Commitment (A, I)A15. Personal impact, presence and excellent interpersonal skills (A, I, R)A16. Ability to be reflective and self-critical (A, I)A17. Approachable (A, I, R)A18. Ability to communicate sensitively and effectively both orally and in writing with a wide range of audiences (A, I, R)A19. Ability to consult, negotiate and influence others and to resolve conflict (A, I, R)A20. Ability to develop effective communication systems (A, I)A21. Able to demonstrate creative and imaginative problem solving (A, I)A22. Able to demonstrate evidence of good judgement (I, R)A23. Ability to establish effective, high-performing teams and develop team approaches (A, I)
<p>B. Shaping the Future</p> <p>Critical to the role of Principal at our college is working with the Governing Body and others</p>	<ul style="list-style-type: none">B1. Able to build a coherent vision of excellence for the college and has the ability to work steadily towards this goal. (A, I)B2. Proven experience of raising standards of achievement. (A, I)B3. An inspirational leader, able to motivate and empower all staff and students (I)B4. Able to make difficult decisions and follow them through. (I)

to further develop a shared strategic vision and plans which inspire and motivate pupils, staff and all other members of the college community.

The Principal will provide visionary strategic leadership to ensure The Latimer Arts College meets its local and national objectives.

The Principal will maintain an ethos in which individuals feel valued and included and where personal endeavour and responsibility are fostered, within the overall context of the college's commitment to high achievement, effective teaching and learning and good relationships.

The Principal will maintain high morale and set an example of high-quality performance in standards and leadership.

The Principal will articulate a clear philosophy of education and its development within the college.

- B5. A determination to raise standards across the college and ability to do so effectively. (I)
- B6. Has excellent oral and written communication skills and excellent listening skills. (A, I)
- B7. Has experience of strategy formation and implementation in an appropriate school or other setting. (A, I)
- B8. Knowledge of the characteristics of an effective school and high-quality education provision for all pupils, including those with special education, linguistic needs and/or disabilities. (A, I)
- B9. Able to demonstrate a commitment to sharing good practice and celebrating the achievements of the college. (A, I)
- B10. Able to establish, develop and promote a positive college ethos with a focus on high achievement for all. (A, I)
- B11. Able to set standards and act as a role model, leading by example. (I)
- B12. Able to work to challenging professional goals. (I)
- B13. Able to demonstrate responsibility for own professional development. (A, I)
- B14. Able to demonstrate good time management skills and ability to prioritise tasks. (I)
- B15. Ability to work with governors, staff and parents to develop a clear vision for the college. (A, I)
- B16. Able to demonstrate knowledge and understanding of equalities issues and positive strategies for developing cohesion, understanding and respect across all protected characteristics and promoting equality of opportunities. (A, I)
- B17. Knowledge of the national policy and statutory framework for education. (A, I)

C. Managing and Leading the Organisation

To provide effective organisation and management for our college, and to lead and seek ways of improving organisational structures and functions.

Ensure that the college, the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment.

To manage available resources, ensure value for money and medium / long term

- C1. Able to plan strategically and operationally, allocate resources effectively and evaluate impact (I)
- C2. Experience of working on and reviewing the performance of staff through rigorous appraisal and performance management systems. (I)
- C3. Experience of managing financial and human resources effectively and efficiently (A, I, R)
- C4. Able to create and promote a positive and inclusive college ethos (I)
- C5. Able to identify successes and failures, and positively embrace change to secure continuous college improvement. (I)
- C6. Prepared to provide challenge to established ways of working in order to move the college forward. (A, I)
- C7. Has experience of leading or participating in the implementation of school or national initiatives. (A, I)
- C8. Experience of speaking for the school and its community. (A, I)
- C9. Experience of securing external funding for projects. (A, I, R)

<p>sustainability through effective planning, oversight and performance management.</p> <p>To be the spokesperson for the college and to create and utilise all opportunities to promote the college and its successes.</p> <p>The Principal, supported by colleagues, will also provide system leadership across the local network and beyond.</p>	
<p>D. Curriculum, Teaching and Learning</p> <p>To provide effective learning and teaching to enable our pupils to become effective, enthusiastic, independent learners, committed to life-long learning. This will be achieved through a broad and balanced curriculum, which develops the whole child and sets high expectations so that pupils achieve their maximum potential.</p> <p>To secure and sustain effective teaching and learning throughout the college, monitor and evaluate the quality of teaching and standards of pupils' achievement, and use benchmarks and set targets for improvement.</p> <p>To innovate and develop a coherent and differentiated curriculum which is relevant to the needs and aspirations of all of the pupils and their future lives.</p> <p>To ensure that the curriculum is regularly reviewed, evaluated and updated, taking account of local and national initiatives, best practice, policies and statutes, to be carried out in co-operation with colleagues, governors and the LA.</p>	<ul style="list-style-type: none"> D1. Experience of establishing and developing a range of successful strategic partnerships (A, I) D2. Substantial recent Senior Leadership (at Principal or Deputy level) experience in an appropriate school or similar setting in several areas including a curriculum area. (A, I) D3. Has an extensive understanding of current and future secondary curriculum developments. (I) D4. Has in-depth knowledge of excellence in secondary teaching practice, including appropriate teaching and learning styles. (I) D5. Substantial experience of monitoring and evaluation, target setting, school improvement planning and curriculum leadership. (A, I) D6. Can make decisions based upon analysis, interpretation and understanding of relevant data and information from both within and outside college. (I) D7. A track record of excellent classroom practice and of innovative curriculum development. (I) D8. Ability and commitment to provide a rich, coherent and differentiated curriculum, appropriate to every pupil. (I) D9. Understanding of the curriculum and its assessment at all relevant key stages. (I) D10. Understands school self-evaluation and its link with school improvement and OFSTED inspection processes. (I) D11. Able to lead, manage and develop a culture of high expectations and appropriate challenge led by personal example. (I) D12. Is able to design and deliver a broad and balanced curriculum, which includes innovative approaches to enrich the cultural and sporting experiences of all pupils. (I) D13. Is committed to personalised learning approaches, in order to ensure success for every child. (I) D14. Has experience of monitoring practice to ensure that devolved responsibilities are being carried out in order to improve the quality of teaching and learning across the college (A, I) D15. Has the experience to improve and grow our post 16 offering (A, I)

E. Developing Self and Working with Others

To work with and through others, including our pupils, staff, governors, parents and other members of the community to build a professional learning environment, which enables all to achieve.

Pupils

To ensure equality of opportunity for all through the college's policies, procedures and practices.

To ensure that pupils receive high quality education designed to promote excitement and enthusiasm in learning, leading to the pursuit of excellence.

To ensure that the progress of each pupil is monitored and recorded, and targets are set so that the most appropriate decisions can be taken with regard to the next step in his/her education.

To ensure that the assessment requirements of the National Curriculum are appropriately carried out.

To provide opportunities within the curriculum and extra-curricular that enable pupils to develop their knowledge and skills and develop character and resilience to become successful and fulfilled citizens.

To ensure that the activities in which pupils are engaged are conducted in a disciplined, safe and healthy environment.

- E1. Is a qualified teacher. (A)
- E2. Is able to demonstrate evidence of own continuing professional development and is committed to learning, listening and reflecting. (A, I, R)
- E3. Treats people fairly, equitably and with dignity to create and maintain a positive college culture. (I, R)
- E4. Able to promote team and individual working as appropriate to fulfil college objectives. (I)
- E5. Able to establish trust and excellent working relationships with others, can deal sensitively with people and resolve conflicts and can demonstrate balanced and fair judgement (I, R)
- E6. Experience of developing individuals and teams in order to achieve personal and shared goals in the drive for college improvement. (A, I, R)
- E7. Able to balance work and personal life and is considerate of the well-being of others. (I, R)
- E8. Able to demonstrate knowledge and understanding of equalities issues and positive strategies for developing cohesion, understanding and respect across all protected characteristics and promoting equality of opportunities. (A, I)
- E9. Ability to empathise with pupils across the age range and backgrounds and to be firm, fair and consistent. (I)
- E10. Able to demonstrate an understanding of the pattern of pupils' learning.
- E11. Able to demonstrate a commitment to placing pupil outcomes at the core of all aspects of leadership and management. (I)
- E12. Able to demonstrate knowledge and a commitment to the education of the 'whole pupil'. (I)
- E13. Commitment to and experience of developing a varied extra-curricular programme with appropriate partners to develop character and resilience amongst pupils. (A, I)
- E14. Ability and commitment to provide a rich, coherent and differentiated curriculum, appropriate to every pupil. (I)
- E15. Experience of setting and working with performance targets to raise school achievement at pupil, area and school level. (I)
- E16. Experience of benchmarking and assessment. (I)
- E17. Ability to analyse and interpret data and make decisions based on data/information. (I)
- E18. Understanding of the curriculum and its assessment at all relevant key stages. (I)
- E19. Knowledge and understanding of health and safety issues and legislation.
- E20. Knowledge and experience of recruitment and selection procedures including Safer Recruitment. (A, I)
- E21. Experience of leading staff professional development and staff meetings. (I)
- E22. Commitment to sharing good practice and celebrating the achievements of the college. (I)
- E23. Able to direct and co-ordinate the work of others, motivating, inspiring and supporting staff in all matters of classroom practice, organisation, management and teaching methods. (I)
- E24. Able to demonstrate an understanding of teacher appraisal and performance management. (I)
- E25. Knowledge and understanding of staff development linked to college improvement and college

Staff

To be responsible for the appointment of high-quality teaching and non-teaching staff and to ensure levels of performance necessary to achieve the agreed aims and objectives of the college.

To motivate and enable all staff to carry out their respective roles to the highest standard, through high quality continuing professional development based on an assessment of needs.

To ensure that teacher appraisal and performance management is effective within the college and in line with the relevant regulations.

To report to Governors regularly on the professional development and performance management of all staff at the college.

Parents

To ensure that parents have access to appropriate up to date information about the direction of the college and the curriculum.

To ensure that parents have information relating to the progress of their child.

To encourage and develop positive co-operation between the home and college.

F. Securing Effective Accountability and Governance

The Principal of our college will have a professional responsibility to the whole

priorities. (I)

E26. Ability to communicate the aims, objectives and values of the college to parents, pupils, staff, Governors, local employers and the community (I)

- F1. Ability to undertake robust college self-evaluation and use the outcomes to improve children's achievements (A, I)
- F2. Experience of establishing clear policies and practice throughout the college and implementing procedures to monitor and evaluate their impact. (I)
- F3. Experience of presenting a clear account of the college's performance to all members of the college community, including Governors, to enable others to fulfil their responsibilities. (I)

college community. The Principal is legally and contractually accountable to the Governing Body for the organisation, management and conduct of the college in accordance with the Instrument of Government, Statutory Pay and Conditions of Employment of Head Teachers and any relevant policies of the LA / Governing Body.

The Principal is responsible for ensuring collective responsibility in order that all members of the college community accept they are accountable for the contribution they make to college outcomes.

To be accountable for the efficiency and effectiveness of the college to Governors and others, including pupils, parents and other stakeholders

To advise, assist and inform the Governing Body in the fulfilment of its responsibilities.

To assist the Governing Body to formulate a college improvement plan for the college, and to secure its implementation with the collective support of the college staff.

To plan effectively, and to assist the Governing Body in the development of college-based indicators as a basis for monitoring and evaluating educational performance and the best value use of resources.

To be accountable to the Governing Body for the direction and control of the available human, physical and financial resources, including any delegated budget, according to the college's aims and objectives in consultation with other staff as appropriate.

- F4. Use of a range of evidence including performance data and external evaluations to improve aspects of college life including challenging poor performance (A, I)
- F5. Understands the need to maintain a safe and healthy environment for all users of the college. (I)
- F6. Understands the Principal's responsibilities for safeguarding and equalities. (I)
- F7. Knowledge and understanding of relevant legislation and regulations (I)
- F8. Ability to communicate the aims, objectives and values of the college to parents, pupils, staff, Governors, local employers and the community. (I)
- F9. Able to demonstrate a clear understanding of the use of ICT to enhance the efficiency of management processes. (I)
- F10. Able to demonstrate an understanding of and commitment to the role of the Governing Body and the ability to work in partnership with Governors. (I, R)
- F11. Experience of substantial involvement in school improvement planning, including its implementation, monitoring and evaluation. (A, I)
- F12. Knowledge of strategic planning and an ability to determine priorities. (A, I)
- F13. Knowledge of change management including managing risks whilst maintaining and improving standards. (A, I)
- F14. Experience of setting and working with performance targets to raise college achievement at pupil, area and college level. (I)
- F15. Able to analyse and interpret data and make decisions based on relevant data/information. (I)
- F16. Experience of setting and managing delegated budgets. (A, I)
- F17. Experience of management of staff, systems and resources. (A, I)
- F18. Experience of forward planning including for the effective use of resources and scenario planning. (I)
- F19. Able to delegate and devolve responsibility appropriately, establishing relevant monitoring/control mechanisms. (A, I)
- F20. Able to demonstrate a knowledge and understanding of health and safety issues, legislation and responsibilities. (I)
- F21. Knowledge of Estate Planning and Premises Strategy (I)

To be accountable to the Governing Body for the maintenance of high standards of care of the college environment and the health and safety of all staff, pupils and visitors to the site.

G. Strengthening Community through Collaboration

To engage with the internal and external college community, thus modelling the principles of equity and entitlement.

To encourage and engage in collaboration with other colleges in order to bring positive benefits to the college and share its expertise more widely.

To ensure the college seeks creative ways to support the needs of its local community.

To develop and maintain effective relationships with the community, local employers and other agencies for the benefit of our pupils, staff and wider community.

To contribute to the strategic direction of children's services in North Northamptonshire working collaboratively with colleagues, cluster groups, the LA and other appropriate groups.

- G1. Experience of working collaboratively with other schools, agencies, the wider communities and involving them in enriching the learning experience of pupils. (A, I)
- G2. Ability to engage in a partnership with parents and carers, to enhance children's enjoyment, well-being, achievement and personal development. (I)
- G3. Experience of networking and collaboration with partners, including other schools, businesses and community organisations. (A, I, R)
- G4. Ability to communicate the aims, objectives and values of the college to parents, pupils, staff, Governors, local employers and the community. (I)
- G5. Able to demonstrate an understanding of current legislation and opportunities and their impact on schools and their wider communities. (I)
- G6. Able to demonstrate an understanding of, and commitment to developing links between home, college, the community and local industry/commerce. (A, I)
- G7. Able to demonstrate an understanding of national policy and the statutory framework for education. (I)
- G8. Knowledge of strategic planning and an ability to determine priorities. (A, I)
- G9. Commitment to sharing good practice and celebrating the achievements of the college. (I)
- G10. Able to demonstrate an understanding of the role of the LA. (I)



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