



**The Heath Family (NW)**  
A Multi-Academy Trust  
Together in the Business of Learning



## **Halsnead Primary School**

### **Principal Job Description**

Please read this in conjunction with the person specification and letter from the Chair of Governors.

This job description reflects the National Standards of Excellence for Headteachers (2015) which define the high standards expected for all Headteachers within a self-improving system. These standards are built upon The Teaching Standards (2011) which apply to all teachers, including headteachers.

**Responsible to:** The Governing Body and The Heath Family (NW) MAT

#### **The Principal's Core Purpose**

The Principal is the lead professional and significant role model within the community they serve. Their leadership values and ambitions have a decisive impact upon the quality of teaching and pupils' achievements. The Principal is accountable for the educational outcomes of their school, accountable to the governing board and The Heath Family NW Trustees. The Principal must lead by example the professional conduct and practice of teachers, providing high quality continuous professional development for staff.

The Principal of Halsnead will establish a culture that promotes excellence, equality and high expectations of all pupils. He / she will secure a climate for the exemplary behaviour of pupils, setting standards and expectations for high academic standards within and beyond their own school.

The Principal, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the school.

The Principal, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, the Local Authority, higher education institutions and employers. Through such partnerships and other activities, principals play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.

Drawing on the support provided by members of the school community, the principal is responsible for creating a productive learning environment which is engaging and fulfilling for all pupils.

## The Four Domains of Headship

### Domain One: Qualities and knowledge

Critical to the role of Principal is working with the governing body, Trust and others to create a shared vision and strategic plan which inspires and motivate pupils, staff and other members of the school's community and Trust family. This vision should express the school and Trust's core educational values and moral purpose.

In fulfilling this role the Principal will:

1. Hold and articulate clear values and moral purpose focused on providing a world-class education for the pupils they serve.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.
3. Lead by example – with integrity, creativity, resilience, and clarity – drawing on their own scholarship, expertise and skills, and that of those around them.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
5. Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
6. Communicate compellingly the school's vision and ethos and drive the strategic leadership, empowering all pupils and staff to excel.

### Domain Two: Pupils and staff

The Principal has a central responsibility for improving the quality of teaching and learning to improve pupils' achievements. This requires the setting of high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners who embrace challenge and develop resilience in their learning.

In fulfilling this role the Principal will:

1. Demand ambitious standards of achievement and attendance for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
3. Establish an educational culture of "open classrooms" as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. Hold all staff to account for their professional conduct and practice.

### **Domain Three: Systems and Process**

The Principal is required to provide effective organisation and management of the school and seek ways of improving the functions of the school based upon rigorous self-evaluation. The Principal is responsible for ensuring that the school's resources are managed to provide an efficient, effective and safe learning environment. This includes the review of the roles and responsibilities of the school workforce to build capacity and ensure that resources are deployed to achieve value for money.

The Principal is responsible for building a professional learning community which enables others to achieve, supporting staff to achieve high standards through performance management and continuing professional development. The Principal should be committed to their own professional development in order that they maintain the requisite knowledge and skills required to manage the complexity of the role.

In fulfilling this role the Principal will:

1. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the principal to account for pupil, staff and financial performance.
5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

### **Domain Four: The self-improving school system**

The Principal will be required to demonstrate their commitment to collaborative working within and beyond the Trust. The positive collaboration with other schools will include the sharing of expertise to bring positive benefits to their own and other schools.

The Principal will be expected to work collaboratively (strategic and operational) with parents and carers and across multiple agencies for the well-being of all children.

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In fulfilling this role the Principal will:

1. Create outward-facing schools which work with other schools, organisations and the local community– in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.
2. Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers to improve academic and social outcomes for all pupils.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional
5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others- within and beyond schools- to believe in the fundamental importance of education in young people's lives and to promote the value of education. development of all staff.

*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to headteachers.*

***The applicant will be required to safeguard and promote the welfare of children and young people. The Principal is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and is expected to hold all staff and volunteers accountable for their contribution to the safeguarding regulations.***