



JOB DESCRIPTION

Job Title:	Principal		
School Base:	Rainbow Primary School		
Reports to:	Chief Executive	Grade:	L24 – L32
Staff Responsibility for:	All staff in the school	Salary:	£74,295 - £90,379 per annum
		Term:	Permanent Full time
Additional:	-		

JOB PURPOSE SUMMARY:

To provide outstanding leadership and management of the school and designated aspects of the Trust's work, to secure sustainable success and ensure the highest standards of learning and personal development for its pupils.

Please note the school is currently part of a single academy trust, Rainbow Schools Primary Trust. The school will transfer to Star Academies, a multi-academy trust, in July 2021. For more information about Star Academies, visit www.staracademies.org

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Serving the Schools and Academies Programme

- 1.1. Support the activities of the Trust.
- 1.2. Help to develop the '*School Improvement Model*' and sustain links with other schools and academies in the Trust as they are established.
- 1.3. Contribute to the development and delivery of the Trust's Training and Development activities.
- 1.4. Support the leadership of other schools within the Trust.
- 1.5. Share excellent practice and learn from, with and about other schools the Trust.
- 1.6. Liaise effectively with and support the work of the Trust to enable it to ensure the effectiveness of all its schools and academies.
- 1.7. Ensure that all activities within the school serve the vision, strategic direction and priorities outlined by the Trust.

2. Strategic Direction and Development of the School

- 2.1. Provide strategic leadership and direction for the establishment of the school.
- 2.2. Provide inspiring and purposeful leadership for the staff and pupils within a caring and secure environment.
- 2.3. Work in partnership with the Local Governing Body, the Trust, pupils, staff, parents and other stakeholders to instil the ethos and values, which will underpin all activities within the school.
- 2.4. Formulate the overall aims and objectives for the school, which embody its ethos, vision and values.
- 2.5. Create and implement strategic development plans underpinned by sound financial planning, which identify short, medium and long-term priorities and targets for achieving and sustaining excellence.
- 2.6. Develop the school as a centre of excellence in leadership.
- 2.7. Regularly monitor and evaluate the performance of the school and respond and report to the Trust and Local Governing Body.
- 2.8. Implement the Trust's policy on equal opportunities for all the staff and pupils.
- 2.9. Ensure that management, finances, organisation and administration of the school support its vision and aims.
- 2.10. Ensure that policies and practices take account of national, local and school data including inspection and the outcomes of school self-review.
- 2.11. Monitor, evaluate and review the impact of policies, priorities and targets of the school in practice, and take action if necessary.
- 2.12. Ensure that all those involved in the school are committed to its ethos, aims and values, are motivated to achieve them and are involved in meeting long, medium and short-term objectives and targets, which secure the educational success of the school.
- 2.13. Maintain positive relationships with strategic partners at all levels, both within the Trust and in the wider community.
- 2.14. Play an active role in the local family of schools and academies.

3. Teaching and Learning

- 3.1 Create and maintain an ethos of excellence and endeavour that promotes and secures outstanding teaching, excellent learning and the highest standards of achievement.
- 3.2 Determine, organise, implement and monitor the curriculum and its assessment and ensure that it:
 - 3.2.1 Provides an academic focus for all pupils.
 - 3.2.2 Ensures a high-quality foundation for progress in literacy and numeracy.
 - 3.2.3 Is relevant to the needs of all pupils and takes account of the school's ethos.
 - 3.2.4 Fulfils the school's legal responsibilities.
 - 3.2.5 Provides opportunities for excellence in the leadership specialism of the school.
 - 3.2.6 Leads to outstanding achievement by all pupils, regardless of prior ability.
- 3.3 Ensure that standards in literacy and numeracy are priority targets for all pupils, including those with special educational needs.
- 3.4 Ensure that pupils develop leadership and personal learning and thinking skills across the curriculum so that they acquire the ability to learn, lead and serve more effectively and independently.

- 3.5 Determine, organise and implement a programme for personal, spiritual, social, moral and cultural development of pupils.
- 3.6 Monitor and evaluate the quality of teaching, and standards of learning and achievement of all pupils in the school.
- 3.7 Determine and implement policies which promote:
 - 3.7.1 Character development, self-discipline and commitment to British values, the law and active citizenship.
 - 3.7.2 Outstanding conduct and the development of exemplary citizens and outstanding values.
 - 3.7.3 Positive strategies for developing excellent understanding and respect for all people, cultures and communities.
- 3.8 Develop effective links with the community, including voluntary organisations and enterprises, to extend the curriculum and enhance learning and teaching.
- 3.9 Create and sustain an effective partnership with parents to support and improve pupils' achievement and personal development.
- 3.10 Promote extra-curricular activities across the curriculum and particularly within the specialism of 'Leadership'.
- 3.11 Participate, to such an extent as may be appropriate having regard to the Principal's other duties, in teaching pupils in the school.
- 3.12 Contribute to the improvement of teaching across schools established within the Trust.
- 3.13 Contribute to the improvement of teaching through the Trust's Training and Development activities and DfE programmes.

4. Leading and Managing Staff

- 4.1. Provide effective and regular operational management of senior leaders with regular oversight, appraisal and delegation of responsibilities.
- 4.2. Participate in the recruitment and selection of teaching and non-teaching staff.
- 4.3. Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
- 4.4. Implement and sustain effective systems for the management of staff performance including the development and maintenance of a culture of high expectations of self and of others, taking appropriate action when performance is unsatisfactory.
- 4.5. Lead, co-ordinate and monitor the continuing professional development of staff, including the induction of newly qualified teachers, based on assessment of needs and in relation to the standards for Qualified Teacher Status (QTS) and standards for induction.
- 4.6. Ensure that professional duties are fulfilled, as specified in the Contract of Employment, including those for the Principal.
- 4.7. Arrange for the Vice Principal or suitable person, to assume responsibility for the discharge of the Principal's function at any time when absent from school.
- 4.8. Develop good working relationships with governors, staff, pupils, parents/carers, the community and other stakeholders within and beyond the Trust.

- 4.9. Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.

5. Efficient and Effective Deployment of Staff and Resources

- 5.1 Lead the development of school-level policies and procedures for approval by the Trust concerning the school's resource and asset management.
- 5.2 Set appropriate priorities for expenditure, allocation of funds and effective administration and control by:
 - 5.2.1 Effective management of the school's budget.
 - 5.2.2 Rational allocation and monitoring of time, space and material resources.
 - 5.2.3 Ensuring effective and safe arrangements for the siting and storage of material and equipment.
- 5.3 Exploit financial opportunities to improve and develop the school building and manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum and Health and Safety regulations.
- 5.4 Make arrangements for the security and effective supervision of the school buildings, their contents and the grounds.
- 5.5 Ensure that any lack of maintenance, repairs or modification, including breaches of Health and Safety legislation, is acted upon promptly and in accordance with the delegation arrangements of the Trust.
- 5.6 Ensure effective working relationships with external agencies and services contracted to the school and the Trust.
- 5.7 Work with the Trust to recruit and retain staff of the highest quality and assist in their professional development.
- 5.8 Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

6. Accountability

- 6.1. Create and develop an organisation in which all staff recognise that they are accountable for the success of the school.
- 6.2. Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including staff, governors, the Trust, local community, OFSTED, and others to enable them to play their part effectively.
- 6.3. Ensure that parents/carers and pupils are well informed about the curriculum, attainment, behaviour, attendance and progress, and about the contribution they can make in supporting their child's learning and achieving the school's targets for improvement.
- 6.4. Maintain such records of the school as are appropriate to communicate its development, improvements and achievements.
- 6.5. Provide accurate information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning, and improved standards of achievement, and for achieving efficiency and value for money.
- 6.6. Carry out any such duties as may be reasonably required by the Trust and the Local Governing Body.

7. Other Responsibilities

- 7.1. Promote the Trust's vision and ethos.
- 7.2. Champion the Trust's values.
- 7.3. Contribute to the wider life of the Trust, its schools and its community through out of hours and partnership work.
- 7.4. Carry out any such duties as may be reasonably required by the Trust.

8. Records Management

- 8.1. All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with the Trust. The job description forms part of the contract of employment of the person appointed to this 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 terms and conditions outlined in the employment contract.

PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
QUALIFICATIONS				
1.	Degree-level qualification and Qualified Teacher Status.	E	✓	
2.	Evidence of training and relevant qualifications in educational and school leadership and management.	E	✓	✓
EXPERIENCE				
3.	Substantial experience of leadership and management within and across school settings.	E	✓	✓
4.	Experience of managing delegated organisational budgets and other external funding sources.	E	✓	✓
5.	Experience of self-evaluation procedures and strategic analyses both within and across schools.	E	✓	✓
6.	Successful leadership of change management within and across schools.	E	✓	✓
7.	Experience of successful people and performance management.	E	✓	✓
8.	Experience of successful strategic planning within and across schools.	E	✓	✓
9.	Experience of successful partnership working.	E	✓	✓
KNOWLEDGE & UNDERSTANDING				
10.	What constitutes outstanding educational provision.	E	✓	✓
11.	The characteristics of effective learning communities and strategies for: <ul style="list-style-type: none"> - Raising pupils' achievement and aspirations; - Personalised excellence in leadership. - Developing outstanding citizens with exemplary character and regard for the law. 	E	✓	✓
12.	Strategies for developing understanding about the duties, opportunities, responsibilities and rights of outstanding citizens.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview /Task
13.	Requirements and models for: - The curriculum and its assessment - Effective teaching and assessment methods. - Implementing effective intervention programmes	E	✓	✓
14.	Leadership styles and practices, and their effects in different contexts within and across schools.	E	✓	✓
15.	Management, including employment law, equal opportunities legislation, personnel and external relations.	E		✓
16.	Governance at national, local and school levels.	E		✓
17.	Awareness of local and national initiatives, including the impact of its Academy status.	E	✓	✓
18.	Effective and efficient approaches to practice transfer and development across schools and to quality assurance.	E	✓	✓
SKILLS & ABILITIES				
19.	Ability to create, and secure commitment to, a clear vision for an effective and high achieving school.	E	✓	✓
20.	Ability to create and maintain an ethos of excellence and endeavour that is founded on integrity, accountability and a sense of service.	E		✓
21.	Ability to lead and manage people to work towards common goals.	E		✓
22.	Ability to use comparative data, together with information about pupils' prior attainment, to establish benchmarks and set targets for improvement.	E		✓
23.	Communicate effectively orally and in writing to a range of audiences.	E	✓	✓
24.	Ability to use Information & Communication Technology efficiently and effectively to enhance the management of the school.	E	✓	✓
25.	Prioritise and manage own time effectively and work under pressure and to deadlines.	E		✓
26.	Ability to demonstrate a commitment to celebrating diversity and promoting social cohesion in a multi-cultural setting.	E		✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview /Task
27.	Ability to liaise effectively and constructively with governors and other stakeholders such as the Trust and community.	E	✓	✓
28.	Ability to strategically lead school improvement activities across groups of schools and to establish effective partnership working.	E	✓	✓
PERSONAL QUALITIES				
29.	Commitment to an academic curriculum, rigorous assessment and the highest standards of achievement.	E	✓	✓
30.	A commitment to continuous improvement through honest self-evaluation, an acute sense of accountability and a commitment to transparency.	E	✓	✓
31.	Effective communicator, able to build and sustain positive relationships with all stakeholders in the school community and across school networks and partnerships.	E	✓	✓
32.	Commitment to the development of the school as a centre of excellence in the community.	E	✓	✓
33.	Commitment to a self-improving school led system.	E	✓	✓
34.	Highest levels of integrity and probity and a commitment to highest levels of effort, endeavour and focus on standards.	E	✓	✓
35.	Adaptability to change and embrace innovation and creativity.	E	✓	✓
36.	Energy, vigour and perseverance.	E	✓	✓
37.	Commitment to the professional development of self and colleagues within and across schools.	E	✓	✓
38.	Commitment to support the Trust's agenda for safeguarding and equality and diversity.	E	✓	✓
39.	A strong commitment to the Trust's values.	E	✓	✓
40.	A passionate belief in the Trust's vision.	E	✓	✓