



JOB DESCRIPTION – PRINCIPAL

This appointment is subject to the current conditions of employment of Head teachers contained in the College Teachers' Pay and Conditions Document, the Education Act 2002 and, in particular, The Education (Independent College Standards) (England) Regulations 2010, the required standards for Qualified Teacher Status, other current educational legislation and the College's articles of government.

Principal Responsibility Areas

- A. Shaping the future development of the College
- B. Leading Teaching and Learning
- C. Managing the College
- D. Developing Self and Working with Others
- E. Securing Accountability
- F. Strengthening Community

Areas of responsibility and key tasks

A Shaping the future development of the college

- Lead by example and provide inspiration and motivation to the College community in every day work and practice.
- Generate a vision, an ethos and policies for the College which promote high levels of pupil progress and personal development and meet equality objectives.
- Ensure the vision for the College is clearly articulated, understood and acted upon effectively by all.
- Support all staff in achieving the priorities and targets which the College sets for itself, provide them with the motivation and resources to support its aims.
- Ensure that the management of the College, including finance and administration, support the College's policies, its vision and aims.
- Monitor and review all aspects of attainment, priorities, targets and policy and take necessary action.
- Promote the College effectively to prospective parents and pupils.
- Develop and encourage new initiatives and opportunities for the College to increase its income streams.

B. Leading Teaching and Learning

- Create an environment which secures effective learning for all pupils, and which promotes high standards of achievement, behaviour and discipline.
- Determine and organise a curriculum which is appropriate to the needs of the pupils and monitor and evaluate its effectiveness.
- Monitor the quality of teaching and pupils' achievements including the analysis of performance data.
- Ensure that appropriate and effective support is in place to meet the individual needs of each pupil.
- Create an effective partnership with parents, other schools, educational establishments and the wider community, including business and industry, in order to enhance teaching and learning and pupils' personal development.

C. Managing the College

- Develop positive working relationships with and between all staff and governors.
- Ensure that the college has an appropriate organisational structure which reflects its aims and ethos and which enables the management systems, structures and processes to work effectively and meet all legal requirements.
- To produce and implement up to date, evidence-based college improvement plans and policies for the improvement of the College and its facilities.
- Review and evaluate policies and plans regularly and ensure that they take account of national initiatives and changes in legislation.
- Manage financial and human resources effectively and efficiently to achieve the College's educational goals and priorities.
- Recruit, retain and deploy staff and manage their workload to best achieve the ethos, vision and goals of the College.
- Implement successful annual performance management processes with all staff.
- Enable staff to develop expertise in their respective roles through the identification of needs and ensuring an effective programme of access to continuing professional development.
- Organise the College environment to ensure it best meets the learning and social needs of the pupils and meets all health and safety requirements.

- Ensure that the range and quality of all educational resources are monitored and evaluated to improve the quality of the education for all pupils and secure best value for money.
- Ensure that an appropriate range of technologies is used to manage the College efficiently and effectively.

D. Developing Self and Working with Others

- Lead by example and provide inspiration and motivation to the College community in every day work and practice.
- Treat people fairly and with dignity.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- Regularly review own practice, set personal targets, and take responsibility for own professional development.
- Manage own workload and that of others to allow an appropriate work/life balance.
- Ensure that all staff and governors understand their respective roles and responsibilities.
- Ensure the effective management of the College in the absence of the Principal.

E. Securing Accountability

- Provide adequate information and advice to the Governing Body so that it can meet its responsibilities, monitor performance and ensure proper accountability throughout the College.
- Ensure that the financial accounts of the College are maintained appropriately and that the Governing Body is effectively informed to enable it to be suitably accountable.
- Create an ethos in which all staff recognise their accountability.
- Account for the College's performance to internal and external agencies through the analysis of performance data and appropriate reporting; the use of such analysis to inform planning at all levels.
- Provide relevant information about all aspects of the College to parents, to the Governing Body and other interested parties.
- Ensure that the College meets all legal requirements in relation to equal opportunities legislation and that the College operates in the spirit of the law as well as to the letter.
- Ensure that the College adopts best practice and complies in full with all statutory requirements relating to the safeguarding of children.

F Strengthening Community

- Build a College culture that reflects the diversity of the College's communities.
- Create and promote positive strategies for challenging racial and other prejudice and for dealing with harassment.
- Forge links with the local community in Northiam and the surrounding area and seek opportunities to invite individuals and organizations into the College to enrich the lives of the pupils and its value to the wider community.
- Collaborate with other agencies in providing for the academic, spiritual , moral, emotional and cultural well-being of the pupils and their families.
- Create and maintain an effective partnership with parents and carers and ensure they have the information they need to support and improve pupils' achievement and development.
- Co-operate in full and work with the relevant agencies to protect children.
- Create links with other similar colleges and organisations that support and advance the teaching of pupils with dyslexia and associated learning difficulties.