

FUTURE SCHOOLS TRUST JOB DESCRIPTION

Job Title: Principal – Cornwallis Academy

Salary: Leadership Scale

Responsible to: Chief Executive Officer & Governing Body

The Principal is expected to provide professional leadership and management for Cornwallis Academy, securing its success and development, ensuring high quality education for all its pupils and improved standards of personalised learning and achievement. In partnership with the Chief Executive Officer and the Governing Body, provide strategic leadership to promote excellence, high expectations and equality of opportunity so that all learners achieve their full potential.

Core Purpose of the Job

- To carry out the duties of the Principal as set out in the current School Teachers' Pay and Conditions Document.

Key Responsibilities

- To lead staff at all levels and work with governors to translate the vision into agreed objectives and operational plans that will achieve sustained improvement.
- To ensure that the outstanding achievement and progress of students is promoted through teaching of the highest quality
- To be the lead professional and a positive role model within our community
- To have a direct impact in raising ambition and achievements to the highest level for all students.
- To lead by example in ensuring the professional conduct and practice of the teachers is of the highest quality.
- To ensure all staff have objectives that are clear, achievable and measurable such that they will enable the school to achieve sustained improvement.
- To ensure the school's Performance Management system is fully implemented and used effectively throughout the school.
- To promote an environment within the school which stimulates learning and encourages high standards of behavior and respect for physical surroundings and maintains an attractive & professional appearance.
- To ensure processes are in place to protect the health and safety of all

students and staff.

- Implement monitoring and training process to ensure excellent teaching standards are seen across the whole school
- Data – to ensure that the data provided to students, parents and the governing body is timely, clear, accurate and meaningful.
- Ensure curriculum is up to date, relevant and meets the needs of all students
- Put in place measures to close the performance gaps identified by RAISE data

Students & Staff

- Set ambitious targets and standards for all students
- Hold all staff accountable for their professional conduct and practice.
- Create a culture within which all staff are motivated and supported to develop their own skills and subject knowledge
- Identify emerging talents and offer coaching and training to develop them into future leaders
- Create an “open” culture where best teaching practice is shared across the school with a view to driving teaching standards higher.
- Ensuring appropriate safeguarding measures are in place to that meet all statutory requirements

Systems & Finance

- To take ownership of the Cornwallis budget and ensure that the funds are used effectively to support the curriculum led strategic plan.
- Ensure all policies are fit for purpose, are being regularly reviewed and are being applied across the school.
- Work closely with the governors to ensure strong governance is in place that helps deliver outcomes that meet the strategic aims of the trust.
- Work closely with the Heads of the central functions to ensure the service provided meets the needs of the school and is value for money.
- Develop external links to assist in monitoring and challenging the quality of Teaching & Learning
- Ensure data can reliably track the progress and needs of all our pupils including the PP and Gifted & Talented groups
- Ensure data can be relied upon to predict accurate exam and progress outcomes within our agreed tolerance levels

Marketing & Inspections

- Put in place measures and practices to ensure the school achieves at least good from future Ofsted inspections
- Ensure Development plan meets the latest needs of the Trust and the DfE to deliver whole school improvements.
- Promote the school and the sixth form through good media and community

relations

- Regularly review the sixth form offering and put in place measures to ensure headcount targets are met and that the curriculum is meeting the needs of the students.
- Build and maintain strong relationships with all junior “feeder” schools in the area

Health and Safety

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

Safeguarding

Future Schools Trust is committed to the safeguarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Full Governing Body to ensure the safety of all young persons within its care.

This post is subject to checks against the Disclosure and Barring Service.