

JOB DESCRIPTION

Principal

Job Title:	Principal
School Phase:	Secondary
Reporting to:	The post holder reports to the CEO
Reporting Lines:	The post holder has the school's Vice Principals reporting to them
Grade:	Leadership Scale (Salary commensurate with experience) L26- L34
Appraisal Process:	Trust Personal Development Record

Role Purpose:

- To ensure that the school is a place where children thrive and knowledge matters by upholding and modelling The Trust's values in all aspects of the role;
- The Principal will promote and support the vision and direction of Turner Schools (the Trust) by providing the day-to-day leadership that will enable it to build success and provide high quality education for its children;
- The Principal is a part of our Trust Senior Leadership Team and will contribute to the combined work of the school and the Trust as we develop Turner Schools as a leading Multi Academy Trust;
- To promote a community of learners with purpose and passion while modelling the Turner Schools "Walk The Turner Talk" values in all aspects of the role.

Responsibilities:

Curriculum, teaching, learning and reporting:

- To work with the staff to develop, organise and implement the Trust approved curriculum for the school taking into account the needs, experience, interests, aptitudes and stage of development of the pupils;
- To monitor and evaluate the standards of teaching and learning in the school and ensure that proper standards of professional performance are established and maintained;
- To develop a culture of coaching and peer support to enable teachers and staff to develop professionally and enable our children and community to succeed;
- To ensure that the progress of the pupils at the school is monitored, evaluated and effectively recorded;
- To analyse and use available school-based and comparative data to assist in raising standards;
- To report to the CEO in a timely manner as required;

- To lead on reporting on the school and pupil progress to the Trust, Governors and inspectors as appropriate and required.

Pupils:

- To promote the Turner values as a tool for the development and maintenance of a sound practice for the pastoral care of pupils;
- To contribute to the review and development of policies and procedures for promoting pupils self-discipline and good behaviour in the context the Turner Schools “Walk The Turner Talk” values;
- To promote and maintain a robust safeguarding culture;
- To ensure the maintenance of good order and discipline during the school day, when pupils are present on the school premises or engaged in authorised school activities on and off school premises.

Staff:

- With the CEO, deploy and manage all the teaching and non-teaching staff of the school and allocate particular duties to them in a manner consistent with their conditions of service and the need to ensure a proper work/life balance;
- To ensure that cover is provided for absent teachers, taking account of conditions of service and the availability of supply teachers;
- To ensure that the teachers at the school receive the information they need to carry out their professional duties effectively;
- To supervise and participate in arrangements for the appraisal of the performance of teachers;
- To regularly review own practice, set own targets and take responsibility for own development.

Parents:

- To achieve positive relationships with parents, where possible;
- To ensure parents are appropriately reported to and communicated with at regular intervals.

Resources:

- To work with the CEO to allocate, control and account for the financial and material resources of the school, which are under the control of the head of school and be accountable to the local governing body for their proper use;
- To ensure the effective security, supervision and maintenance of school buildings, their contents and the school grounds.

Ensuring compliance with relevant legislation and good practice:

- To keep up to date with the relevant statutory, legislative and good practice requirements and ensure they are positively applied across the schools through training, information and monitoring;
- To work with the Trust and its governance structure to enable it to meet all statutory responsibilities;
- To work within the governance and financial Schemes of Delegation and approved Turner Schools policies and procedures;

- To take personal responsibility for propriety and regularity in the management of public funds and in the day-to-day operations of the school as set out in the delegated responsibilities.

Fulfilling any other such duties as may be necessary to:

- To promote and support Turner Schools in Folkestone;
- To safeguard the learning and welfare of pupils;
- To secure the physical environment of the schools;
- To meet the requirements of the Trust, its CEO and the Local Governing Body.

Performing duties with reference to the DfE Headteacher Standards

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/396247/National_Standards_of_Excellence_for_Headteachers.pdf

Other Senior Leadership Responsibilities:

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace.

Personal Qualities and Attributes:

This position requires the following personal qualities and attributes:

- Ability and willingness to contribute towards the Trust's vision and ethos;
- Determination to improve standards and outcomes in non-selective education on the south-east Kent coast;
- Interest in playing a part, through education, in the re-generation of Folkestone;
- High ethical standards;
- Strong interpersonal, written and oral communication skills;
- Motivation to improve standards and achieve excellence;
- Ability to demonstrate honesty and integrity;
- Excellent organisational skills;
- Ability to communicate effectively, professionally and in a friendly manner with staff, pupils/students and parents and external agencies;

Qualification Criteria:

- *A strong academic track record to degree level and above.*
- *To hold Qualified Teacher Status (QTS);*
- *Evidence of ongoing Continuous Professional Development, including the NPQH.*



All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the CEO to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Turner Expectations

Turner staff will 'Walk the Turner Talk'. They will:

- **Speak and act with care:** Always show compassion and respect for children.
- **Act boldly:** Be ambitious for yourself and the children and young people we serve.
- **Learn from adversity:** Be evaluative, thoughtful and reflective.
- **Challenge convention:** Be curious, welcome difference and unfamiliar thinking.
- **Connect with others:** Support colleagues, parents and pupils to make a great team.
- **Use your voice:** Offer different views and ask questions.
- **Do what it takes:** Be relentless in pursuing the best for children.
- **Ask for support:** Be open and honest when plans go awry.
- **Don't give up:** Be calm, resilient and measured when managing challenges.

Acceptance:

I confirm that I have received and understand the job description, which is a supplement to the subject specific teaching job description, both of which may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title:

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....