

## **Job Description**

### **Academy Principal**

Salary Range: L8 – L13

Line manager: Executive Principal

#### **Main Purpose:**

The Academy Principal provides the day-to-day leadership and management of an academy. The post-holder will be responsible for leading inspirational Catholic education based on the gospel values and will be seen by pupil's and parents as the person directing their learning and as the academy's pastoral leader providing the ultimate accolade for achievement and sanction when dealing with unacceptable behaviour.

The post holder is accountable for ensuring the effective administration and performance of the academy, and for the on-going motivation of staff and volunteers so that all pupils attain and progress at or beyond expectation.

#### **1 Policy**

- 1.1 Deliver viable and appropriate action plans for continuous academy improvement
- 1.2 Deliver all policy requirements effectively consistent with the law and regulatory frameworks, especially in relation to the safeguarding of all pupils and the health and safety of all staff, governors and other volunteers
- 1.3 Provide overall operational leadership for an academy, ensuring effective communication and partnership with all stakeholders, particularly staff and parents.
- 1.4 Provide leadership support to teaching and support staff so that the academy succeeds in delivering high quality education and high standards of achievement for all pupils.
- 1.5 Provide effective support, challenge, advice and guidance for academy leadership teams, teaching and support staff to ensure the best possible education for all pupils.
- 1.6 Promote the success of the academy so that its profile remains high and a positive representation of successful Catholic education.
- 1.7 Use all available resources effectively, generating additional income to augment investment in teaching and learning wherever possible, consistent with the tenets of the Catholic church.

#### **2 Leadership**

- 2.1 Lead teaching and learning across the academy for delivery of high standards of attainment and progress for all pupils, particularly those of discrete groups; e.g., looked after, of socially disadvantaged backgrounds, with SEND or of high ability.
- 2.2 Coach, mentor and motivate senior academy staff so that they in turn feel empowered to provide similar support for teaching and support staff across the academy.
- 2.3 Conduct the appraisal of senior staff and help guide that of other staff as appropriate.
- 2.4 Bring academy staff and governors together in a planned manner so that leadership opportunities and challenges can be shared and mutually supportive solutions developed.

- 2.5 Develop aims, policies and plans, rooted in Gospel values and the social teaching of The Catholic Church with input and oversight from the Executive Principal.
- 2.6 Work effectively in partnership with all stakeholders, particularly staff, governors and parents.

### **3 Teaching and Learning**

- 3.1 Promote and maintain a positive and effective caring ethos across the academy, based upon the Catholic Social Teaching of The Church.
- 3.2 Lead and inspire a lively, welcoming and effective teaching and learning atmosphere that recognises the value of all pupils' backgrounds and helps raise achievement and aspiration.
- 3.3 Ensure the maintenance and development of whole academy procedures for regular review and assessment of children's progress to enhance the quality of education, raise standards and meet statutory requirements.
- 3.4 Monitor and evaluate standards of teaching and learning in the academy, and to use data strategically to identify issues and make appropriate interventions.
- 3.5 Motivate teaching and support staff through effective support, challenge and professional development.
- 3.6 Collaborate proactively and positively with other academies/schools so that best practice can be developed and shared effectively
- 3.7 Model, encourage and develop standards of staff and pupil behaviour that maintain a safe, happy and healthy learning environment for all pupils, staff, governors and visitors.
- 3.8 Cultivate professional relationships so that there are a range of opportunities for pupils from different academies to work and learn together, to share common experiences, particularly of faith.
- 3.9 Deliver a broad and balanced curriculum effectively, appropriate to the needs of all pupils, particularly those of socially disadvantaged backgrounds.
- 3.10 To foster collective worship and spiritual development in partnership with the parish church in a way which is open, inclusive and respectful of diversity.

### **4 Managing and supporting people**

- 4.1 Support programmes for the professional development of teaching and support staff through accredited training, mentoring and coaching sessions, and regular meetings to guide, support, motivate and challenge.
- 4.2 Be a high profile, on-site presence for the regular and frequent, formal and informal communication with staff, governors, parents/carers, clergy and parishioners
- 4.3 Work closely with the Executive Head and other Academy Principals to maximise the contribution of staff, governors, parents/carers and clergy to improve the quality of education and faith development provided, and standards achieved.
- 4.4 Ensure an ethos founded on Gospel Values pervades the academy such that the highest aspirations are held for all: staff, governors, clergy, parents/carers, pupils and other stakeholders.
- 4.5 Following the agreement and involvement of the Executive Principal, ensure the effective recruitment, appointment and induction of middle and senior leadership staff.
- 4.6 Following the agreement of the Executive Principal, ensure the effective recruitment, appointment and induction of academy staff and governors.
- 4.7 Ensure the continuous improvement of learning and faith outcomes through the effective deployment of teaching and support staff.
- 4.8 Work with the Executive Principal to identify and manage underperformance, grievance and capability issues
- 4.9 Ensuring a cycle of appraisal is in place for all staff and governors, and that it is operational and effective.

### **5 Communication and Partnership**

- 5.1 Lead an academy as a cooperative and collaborative institution dedicated to the 'Common Good'.
- 5.2 Communicate regularly and frequently, formally and informally, and in ways that are effective and compliant; e.g. ensuring the currency and accuracy of the academy websites, seeking due sign-off according to Executive Head guidance and Trust policy.
- 5.3 Collaborate with other academies in the Trust and schools outside the Trust, including mutually beneficial teacher exchanges, CPD or joint consultancy work as appropriate.
- 5.4 Provide timely, complete and accurate performance data according to required formats appropriate to a range of audiences, particularly data on the predicted and actual attainment and progress of pupils.

5.5 Be the face of the academy with the local catholic and broader community.

## **6 Financial and resource management**

- 6.1 Work within financial parameters that help ensure the immediate and long-term financial viability of the academy and are allied the same for all academies in the Trust.
- 6.2 Work to augment resources in ways consistent with its mission and Gospel values; e.g. engaging in appropriate fund-raising activity.
- 6.3 Keep to contracts and services to achieve value for money
- 6.4 Lead the effective management and maintenance of academy grounds and buildings with the support and advice of the Area Business Manager
- 6.4 Manage the day-to-day organisation and use of academy accommodation so that it meets the needs of the curriculum, health and safety requirements and remains consistent with Trust and Diocesan requirements with respect to assets.
- 6.5 Meet and exceed wherever possible all safeguarding accountabilities, particularly the learning, social and faith needs of children 'looked after' (CLA) and children 'in need' (CiN), making sure targeted budgets for these and other vulnerable groups are used for their intended purpose
- 6.6 Cultivate a team approach with governors, staff and other stakeholders to ensure all available resources for the academy's pupils are used appropriately with pupils in mind first and foremost, and their delivery of Catholic witness.
- 6.7 Undertake any additional requirements of the Trust commensurate with the seniority of the Academy Principal role.