



Job Description

Principal – Hammond Academy

Salary scale: L15-21

In addition to the General Professional duties set out in the School Teachers' Pay and Conditions Document the following duties are attached to the post of Principal.

Purpose of the role

- **Teaching and Learning:** To have overall responsibility for leading and continually improving teaching and learning within the academy, working closely with the CEO, Executive Principal and other Trust Academies to do so.
- **Leadership and Development:** To continue to develop professionally and to recruit, motivate and develop others in keeping with Aspire's strategic aspirations.
- **Strategy:** To work with the Local Advisory Body and Senior Leadership team to promote and embed the strategic vision for the academy within its community;

Accountability

The post holder reports directly to the Executive Principal and the CEO.

Key responsibilities

Strategy

- To ensure that teaching and learning aspects of the academy's performance are monitored and evaluated in a robust, cyclical manner, recording self-evaluation and areas for improvement to inform the academy's development plan and reporting to the Executive Principal and working closely with other Trust Principals;
- To support the Local Advisory Body in challenging and supporting the academy effectively and ensuring statutory responsibilities are met;
- To keep focus on the strategic direction of the academy and Trust while maintaining close proximity to the 'grass roots';
- To promote and engage in effective integrated practice.
- To set an example of high professional standards and leadership;
- To ensure the effective deployment of academy teaching and learning support staff, workers, partners and volunteers to support the teaching and learning aims of the academy.
- To commission any services required from the Aspire Central Team; HR / Finance / Operational.

Teaching and Learning

- To ensure that pupils receive an effective and appropriate education according to their needs and abilities, enabling them to meet all targets and secure enjoyment and achievement in learning;
- To work with the Executive Principal and alongside other Trust academies to ensure that learning and teaching are highly effective and that all pupils achieve their maximum potential;
- To organise and coordinate the all aspects of the curriculum, its on-going monitoring, delivery and evaluation;
- To ensure that pupil assessment is accurate and pupil performance information is used regularly and effectively to inform planning;



- To promote and engage in effective integrated practice, including Common Assessment Framework processes and to advocate and initiate the sharing of best practice across the Academies Trust.
- To work with stakeholders to ensure children have access to extended services, extra-curricular opportunities, homework, pastoral care and other educational and social experiences;
- To work in partnership with parents and carers, ensuring a consistent flow of information about children's progress and other educational issues;
- To further develop the academy's integral role in the community;

Leadership and Development

- To lead by example; to inspire, challenge, motivate and empower others in their roles.
- To actively promote a culture whereby all staff take responsibility for their own performance and professional development;
- To work with the Head of HR and Head of Teaching School to proactively identify professional training needs and to organise appropriate inset and other training as necessary, in order to promote talent and plan for succession where ever possible.
- To actively promote a culture whereby responsibilities and behaviours match Aspire's strategic aspirations

Safeguarding

- To be responsible for promoting and safeguarding the welfare of children.

Data Protection

- To ensure that all academy staff are aware of and comply with responsibilities under the Data Protection Act (2018) for the security, accuracy and significance of personal data held on paper or electronic systems.

Health and Safety

- To ensure the implementation of the Trust's Health and Safety policies, ensuring that the security, maintenance and cleanliness of the academy and its surroundings conform to statutory and local regulations.

Context

In general, the post holder will not have responsibility for financial or operational management of the academy, for which the Business Manager and Aspire Central Team are accountable, although some responsibilities may be delegated for:

Bids and grants

Income generation

Preparation of annual educational budgets

Health and Safety

This job description is not exhaustive; the post holder may be required to undertake such other duties, commensurate with the post, as may from time to time be assigned by the CEO, Executive Principal or the Local Advisory Body.

This document will be reviewed at least annually, as part of the Principal's performance management programme.



Person Specification

Experience

- Successful experience of Headship in a primary school
- A proven track record as an inspirational teacher, with the ability to engage, motivate and manage children effectively
- A proven track record of implementing effective improvement strategies to drive change and raise standards for children of all abilities
- Management of self-evaluation, school improvement planning and target setting
- Has built positive and fruitful working relationships with a wide variety of partners including local schools, the local authority, governors, parents, the local community and a range of services and organisations to improve outcomes for children
- NPQH would be advantageous

Aspire Leadership and Professional Skills Descriptors

- Able to provide effective leadership and coaching to continuously improve performance
- Able to manage personal and professional development to create a collaborative learning culture
- Able to act on evidence, using performance data to inform actions
- Able to develop teaching and learning, playing key roles in enhancing the curriculum and the use of effective assessment practice.
- Understands the need for accountability, resolving barriers to conflict and robustly challenging underperformance.
- Has a highly developed vision for education in the academy and plans strategically towards the vision
- Able to influence and build trust through communication
- Demonstrates resilience with tenacity to stay the course

Knowledge, skills and abilities

- Is particularly energetic, motivating your team to immediate, responding with quick solutions, cultivating a very fast-paced, change-orientated workplace.
- Demonstrates a strong commitment to people, empathetic, supportive, persuasive and extroverted, clearly favouring a participative leadership style and mentoring approach.
- Adopts a perhaps less formal approach, willing to look outside the box for answers and opportunities.
- Encourages team spirit, provides positive feedback and nurturing an atmosphere of personal growth and empowerment.
- Maintains a hands-off approach, delegating the “how” to the team.
- Is self-assured, and readily accepts the responsibility for decision making, seeing themselves as a strong, influential problem solver who:
- Demonstrates strong organisational and time management skills
- A good understanding of child protection and safeguarding legislation and current practice
- Adopts and consistently demonstrates the Aspire values and behaviours