

## **JOB DESCRIPTION:**

**Post Title:** Principal

**Leadership Scale:** 16-22

**Accountable to:** CEO of Central RSA Academy Trust

**Reporting to:** Primary Executive Principal and Local Academy Board of Governors

**Responsible for:** Strategic direction and development of the school within the Trust

**Liaise with:** CEO, Trust Board, School Governor, Principals of Trust Schools, RSA Family of Academies, Community, Parents, Staff, Student & local authority/agencies

Duties may be modified by the CEO or Primary Executive Principal in consultation with the post holder to reflect or anticipate changes in the job.

### **CORE PURPOSE OF THE POST:**

To embody and provide leadership for the vision and values of the RSA Academy and work within the Central RSA Academies Trust and the wider RSA Academies to secure the best possible education for each and every student at the RSA Academy Tipton and across the Trust. The post-holder will subscribe to the aims and the RSA education agenda in particular:

- Educational improvement and social justice to enable all young people to achieve
- Creativity and skills development, with a commitment to breadth of curriculum
- Inclusion
- Schools knowing, and working closely with, their local communities
- Lead others to provide a high-quality educational experience for all children.

### **General Duties of the Role:**

The Principal will have overall responsibility for the organisation, management and conduct of the school, providing:

- Duties covered by the latest School Teachers' Pay and Conditions Document and meet all teaching standards;
- professional leadership and strategic direction to ensure the achievement of the highest possible standards in all areas of the school's work, to ensure its improvement and success;
- high-quality education and standards that will satisfy the vision and aims of the school and Trust;
- management of the school's resources;
- the cultivation of an environment that secures and promotes the achievement of both pupils and staff;
- full support for the distinctiveness of the RSA vision and ethos;
- lead on the creation and implementation of the policies and the Primary development plan;
- manage and support staff in achieving the priorities and targets which the school set for themselves and those set by the Trust;
- drive the implementation of the curriculum and provide support and guidance in that implementation;

- Evaluate the effectiveness of the school's and Trust policies and developments and the progress towards their achievement;
- ensure that parents are well informed about the school's curriculum, targets, children's attainment and their part in the process of improvement;
- work collaboratively with other principals in the Trust to ensure high standards and best practice in all our schools;
- Contribute to the school to school support programme of the Trust under the direction of the Primary Executive Principal.
- Work closely with the Local Academy Governing Board and others to ensure that the vision and values of the school are clearly articulated, shared, understood and acted upon by all;
- Support the CRSAAT in their vision for outstanding professionals, innovative systems enabling creative schools, strong communities and exceptional learners
  - so that all stakeholders are enabled to live life to the full;
- To embed a culture of achievement and strong progress in all year groups and thereby work towards creating a school of choice;
- To work constructively in partnership with the Local Academy Board to develop its effectiveness, in order to ensure it carries out its strategic and statutory functions to the highest possible standard.

### **Teaching and Learning:**

- Develop classroom environments and teaching practice which secures effective learning across the breadth of the National Curriculum, the co-designed Primary Trust Curriculum overview and ensuring the CRSAAT knowledge, attributes, skills and experiences (KASE) pedagogy underpins all teaching and learning;
- Provide a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement, behaviour and discipline;
- Understand how the progress and well-being of learners are affected by a range of influences and use this knowledge to inform teaching strategies for oneself and that of colleagues and to support learners effectively;
- Monitor and evaluate the quality of learning & teaching and children's achievements including the analysis of performance data and feed back to the Trust Board;
- Develop links with parents, other schools, educational institutions and the wider community, including business and industry, in order to enhance teaching and learning and children's personal development in line with the RSA commitments.

### **Professional Knowledge and Understanding**

- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development;
- Continue to extend knowledge and understanding of the curriculum and of teaching to include evaluation and integration of recent developments in education within the Trust;
- Responsible for having a sound knowledge and understanding of assessment arrangements, including those related to national assessment tasks and tests;
- Be well informed of current legislation concerning the safeguarding and promotion of the welfare of children;
- Work with political and financial astuteness, within a clear set of principles centred on the school's vision and the CRSAAT policies / procedures, ably translating local and national policy into the school's context

### **Leading and Managing Staff:**

- Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel
- Proactively promote of the vision and ethos of the Trust with a focus on high levels of achievement;
- Hold and articulate clear values and moral purpose, focused on providing a world class education for the pupils;
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of others;
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community in line with CRSAAT Leadership document;
- Lead staff professional development activities and support through CRSAAT 'Let's Talk People' Strategy;
- Implement the school's performance management policy;

### **Assessment and Reporting:**

- Demonstrate excellent use of assessment and data management to inform the strategic direction for school improvement;
- Ensure data collection is in line with all other Primary schools within the Trust;
- Be responsible for the collating and analysing of whole school data and report to the Local Academy Governing Board and the Trust Board;
- Lead in the monitoring and evaluation cycle in line with the School Development Plans;
- Support colleagues to improve their teaching through mentoring, coaching and Performance management targets in order to raise standards;
- Implement strategies for raising pupil achievement including monitoring and evaluation of the work of others;
- Model good practice in teaching, marking and feedback where appropriate, in accordance with the school policies.
- Use assessment reports to monitor pupil progress across the school and for all groups;
- Conduct pupil progress meetings each half term.

### **Effective Deployment of Staff and Resources**

- Lead on the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities;
- Management and organise relevant groupings of children to ensure effective teaching and learning takes place and that children's personal development needs are met;
- Collaborate the Local Academy Governing Board and Primary Executive Principal in establishing priorities for expenditure and monitor the effectiveness of spending and usage of resources with a view to achieving value for money.

### **Standards and Quality Assurance:**

- Support the aims and ethos of the Trust and schools;
- Have a secure knowledge of progression in learning throughout the assigned school;
- Work collaboratively to update the school's SEF regularly;

- Set a good example in terms of dress, punctuality and attendance;
- Liaise with parents and attend consultation evening of the assigned school;
- Attend and participate in open evenings and pupil performances;
- Uphold the school's behaviour code and uniform regulations;
- Provide CPD in INSET days and training in school to meet the needs of the SDP in order to improve outcomes for pupils;
- Contribute and participate in staff training;
- Lead and attend team and staff meetings;
- Develop links with governors, parents, outside agencies, local businesses, other schools in order to improve outcomes for pupils.

**Specific Responsibilities and Tasks:**

- Understands, accepts and ensures that the Trust Safeguarding/Child Protection procedures are in place and followed in order to protect the safety of all children and vulnerable adults.;
- To report all matters of concern in line with the Trust procedures;
- To undertake a teaching commitment at a level consistent with the needs of the Academy and the demands of the post;
- To engage in regular line management/support meetings with the Primary Executive Principal;
- To engage in regular Trust Principal meetings;
- Take on any additional responsibilities which might from time to time be determined;
- Undertake any professional duties reasonably delegated to him/her by the Primary Executive Principal.

**NOTES:**

- The Trust Board reserves the right to alter the content of this job description, after consultation, to reflect the changes to the job or services provided, without altering the general character or level of responsibility. It may be amended at the request of the Primary Leader teacher only after full consultation with the post holder.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users.

Signed:.....  
CEO/ Primary Executive Principal

Signed:.....  
Post Holder

Date:.....

**Central RSA Academies Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment.**