

## MONKTON JUNIOR SCHOOL

### PRINCIPAL

#### JOB DESCRIPTION

Post Title	Principal
Salary Scale	L18 to L24
Responsible to	The Board of Directors / Governing Board
Core Purpose	To provide professional leadership and management for the school subject to the Conditions of Employment for Head Teachers (School Teacher Pay and Conditions Document (STPCD))

#### Main duties and responsibilities:

The following six key areas represent the role of the Principal. Although interdependent, it is expected that the Principal will identify priorities within these as they define the strategic and operational priorities within the school.

Shaping the future:	<p>Working with the Board of Directors / Governing Board and others to create a shared vision, strategic plan and positive climate, which inspires and motivates pupils, staff and other members of the school community.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• The setting and achievement of ambitious, challenging goals and targets</li> <li>• Leading change, creativity and innovation</li> <li>• Working with the school community to translate vision into clear objectives and operational plans to promote and sustain a flourishing, continually improving school</li> </ul>
Leading learning and teaching:	<p>Developing a successful learning culture focused on raising the quality of learning, teaching and pupil achievement.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Ensuring a consistent and continuous school-wide focus on pupils' achievement and attainment, using data and benchmarks to monitor progress in every child's learning</li> <li>• Ensuring that learning is at the centre of strategic planning and resource management</li> <li>• Monitoring and evaluation to identify areas for improvement in curriculum and assessment</li> <li>• Designing and implementing a diverse, flexible curriculum to meet the personalised learning needs of every child, including SEN and gifted children with reference to the Code of Practice</li> <li>• Acknowledging and sharing excellence.</li> <li>• Ensuring a safe environment</li> </ul>
Developing self and working with others	<p>Ensure effective relationships, which enable everyone in the school to achieve.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Effective team working</li> <li>• Performance management</li> <li>• Appropriate continuing professional development for all</li> </ul>

	<ul style="list-style-type: none"> <li>• Developing and maintaining a culture of high expectations for self and others, taking appropriate action when performance is unsatisfactory</li> <li>• Building a collaborative learning culture within the school, actively engaging with other schools to build effective learning communities</li> <li>• Continuing to build on links with the community.</li> </ul>
Managing the school	<p>Provide effective organisation and management, grounded in rigorous self-evaluation and quality assurance, which ensures an effective, efficient and safe learning environment.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Establishing and sustaining appropriate structures, systems and policies which reflect the school's priorities and are in line with legal requirements</li> <li>• Day to day management of the school</li> <li>• Financial planning and management of the budget</li> <li>• Delegating management tasks and monitoring their implementation</li> <li>• Maintaining knowledge of the Ofsted framework</li> <li>• Building capacity for improvement and ensuring value for money</li> <li>• Sustaining a safe, secure and healthy schools environment and promotion of safeguarding for children.</li> </ul>
Securing accountability	<p>Ensure that the Principal's legal and contractual responsibilities are met.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Working with the Board of Directors / Governing Board to meet its responsibilities, providing advice and information</li> <li>• Ensuring individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation</li> <li>• Engaging the whole school community in self-evaluation of its work</li> <li>• Ensuring parents are kept regularly informed of their child's progress</li> <li>• Having full knowledge of the requirements of the Education, Standards Funding Agency (ESFA).</li> </ul>
Strengthening community	<p>Work collaboratively at both strategic and operations levels with parents, carers, external agencies and the wider community to ensure the well-being of all children and enhance their educational opportunities.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Creating and maintaining effective partnerships with parents and carers to support and improve pupils' achievements and personal development</li> <li>• Seeking opportunities to invite parents, carers and other stakeholders into the school to enhance and enrich the schools and its value to the wider community.</li> </ul>