

JOB DESCRIPTION

Post title: Executive Principal
Location: Excelsior Academy
Reporting to: Jane Spence-CEO, Laidlaw Schools Trust
Salary: CIRCA £115k with opportunities for performance bonus

The Executive Principal is responsible for leading, managing and monitoring all aspects of Excelsior Academy's development and performance in order to ensure the highest possible standards and the best possible outcomes, for all pupils.

Responsible for ensuring that Excelsior develops as a community resource, known locally and in the region for the impact of its high standards and expectations and the positive work on the lives of our pupils, their families and community.

Responsible for the development of Excelsior Academy within Laidlaw Schools Trust (LST).

Reporting to The Chief Executive Officer (CEO) of Laidlaw Schools Trust both directly and also through the academy's Local Governing Body (LGB)

Work with the CEO of LST to develop Excelsior Academy in the context of the vision of LST's Sponsor Lord Laidlaw and his Trustees. The Executive Principal will also work with other LST Academy Principals to develop and implement the Trust's wider education vision, policies and practice.

Specific responsibilities include:

Working with the CEO to determine the vision and direction for Excelsior Academy within Laidlaw Schools Trust.

Ensuring the effective day-to-day leadership and management of Excelsior Academy.

Producing and regularly updating Excelsior Academy's Development Plan in the context of the local, national and international education agenda and wider developments.

Ensuring the on-going, robust and accurate self-evaluation of Excelsior's performance, endorsed by the input of credible external advice.

Developing, implementing, monitoring and evaluating Excelsior Academy's policies for all aspects of the academy's practice and performance, within the framework of LST's policies and practice.

Ensuring an effective structure for Excelsior Academy to deliver high quality education for all pupils.

Maintaining an effective staffing structure to meet the academic, personal, social and welfare needs of all pupils and enable all parents/ carers to support their children.

Ensuring all staff are appropriately qualified, trained and skilled in order to fulfil LST's required expectations of performance.

Ensuring effective systems and support are in place for the performance management of all staff and for holding all staff to account.

Ensuring that all aspects of academy provision, academic standards, pupils' behaviour and welfare, staff and pupil attendance, staff performance and budget are regularly monitored, evaluated, and reported to the CEO/Governors as appropriate.

Reporting on all aspects of Excelsior Academy to The Sponsor, Trustees, CEO and Governors in a timely manner, in accordance with their requirements.

Briefing the CEO and Governors on all relevant educational developments locally, regionally, nationally, internationally, and how they and any wider implications may impact on Excelsior.

Ensuring that all statutory requirements of the DfE Funding Agreement for Excelsior Academy are met.

Ensuring that all budgets are managed and accounted for within the framework determined by LST and external agencies.

Ensuring that information required by all external organisations to which Excelsior Academy is accountable are returned within expected timeframes. (E.g. Ofsted, DfE, ESFA, etc.)

Ensuring that all resources are effectively managed and accounted for in order to deliver best value.

Ensuring that all statutory expectations, recommendations and good practice with regards to all matters pertaining to Safer Recruitment, Child Protection, Safeguarding and Health and Safety are in place and robust.

Ensuring that positive and productive partnerships are developed with the following:

- Statutory agencies: social services, health, housing, etc.
- Business / industry;
- Other education providers.

in order to support Excelsior's pupils, staff, parents/carers and the wider community.

Health & Safety

Ensuring that area of work complies with legislation relating to Health & Safety, observe, and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety.

Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

Safeguarding

Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2018 where required.