

JOB DESCRIPTION

Job title:	Principal
Responsible to:	Education Leadership Team
Place of Work:	NEAS educational services

JOB PURPOSE

As demand for our education services continues to grow, we are seeking to recruit a Principal to join our dedicated and experienced team. Together with the existing Education Leadership Team, the successful candidate will contribute to the strategic development of our new services, as well as the management of our education services.

DUTIES AND RESPONSIBILITIES

1. Work in partnership with Director of Education, and consult with the school community, to set school's strategic direction.
2. Establish a culture of high expectations and standards, particularly when it comes to delivery of the curriculum.
3. Assume leadership of staff team and implement effective systems to manage staff performance. Ensure clear delegation of tasks and responsibilities to staff.
4. Understand and welcome the role of effective governance and ensure that staff understand their responsibilities and are held to account.
5. Ensure the school operates within the required regulatory frameworks and meets all statutory duties.
6. Ensure all pupils, irrespective of background, are prepared for their next phase of education and life.
7. Promote an inclusive and respectful environment for entire school community.
8. Ensure high-quality teaching is delivered across all subjects and pathways, ensuring this teaching is underpinned by subject expertise.
9. Ensure the teaching of a relevant, structured and coherent curriculum, which is personalised dependent upon the needs of individual pupils, taking into account their starting point and planned destination.
10. Promote communication and engagement via the curriculum, ensuring pupils are supported to achieve their maximum potential.
11. Promote the safety and welfare of pupils in accordance with Society policies on risk assessment, health and safety, safeguarding and confidentiality.
12. Ensure the school fulfils its statutory duties relating to the SEND Code of Practice.
13. Ensure the school meets the requirements outlined in the Education (Independent School Standards) Regulations 2014.
14. Lead and manage the school's annual self-assessment and quality improvement process.
15. Ensure staff have access to appropriate professional development opportunities, in order to develop and maintain a skilled a workforce.
16. Keep up to date with developments in the field of education, and seek continuing professional development opportunities to meet strategic and operational needs.
17. Work successfully with other schools and organisations and maintain working relationships with fellow professionals, seeking to improve educational outcomes for all pupils.
18. Clearly and accurately document the school's performance in a form that is appropriate for a range of audiences, including (but not limited to): trustees, local authority, local community and Ofsted.
19. Ensure parents and carers are well-informed about the curriculum, attainment and pupil progress – as well as working with them in relation to how they can support pupils' overall learning outcomes.
20. Provide information, support and advice to the Board of Trustees, Chief Executive Officer and Director of Education.
21. Comply with Society policies and procedures at all times, including the completion of mandatory training and e-learning.

When completing your application, please include clear examples of how you meet these requirements.

	ESSENTIAL	DESIRABLE
Education and training	<p>Qualified teacher status</p> <p>Degree (or equivalent) in relevant subject</p>	<p>National professional qualification for headship (NPOH)</p> <p>Qualification in leadership and management</p>
Experience and skills	<p>Leadership, line management and teaching experience in a school</p> <p>Knowledge of statutory requirements relating to SEND Code of Practice</p> <p>Involvement in school self-evaluation and development planning</p> <p>Data analysis skills, and the ability to use data to set targets and identify weaknesses</p> <p>Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve</p> <p>Experience of planning, delivering and implementing a broad curriculum, personalised to meet learners' individual assessed needs</p> <p>Experience of monitoring and evaluating school performance, and able to identify priorities for improvement</p> <p>Understanding of school finances and financial management</p> <p>Effective communication skills and the ability to develop good working relationships and motivate staff towards excellence</p> <p>Ability to work under pressure and prioritise tasks effectively</p>	
Values and attitude	<p>Desire to make a difference to the lives of others, placing those we support at the heart of everything we do</p> <p>An effective team player with a positive and professional attitude</p> <p>Friendly, approachable and patient</p>	

When completing your application, please include clear examples of how you meet these requirements.

	ESSENTIAL	DESIRABLE
Values and attitude	<p>Committed to working in an anti-discriminatory way, ensuring personal beliefs are not expressed in ways that exploit the position</p> <p>Safeguard and promote the welfare of children, young people and adults with SEND</p> <p>Operate with integrity and be fair, respectful and honest at all times</p> <p>Strive for the highest quality and standards in all duties</p> <p>Confident and able to put into practice everything learned via our thorough training programme, within multiple environments, which can include challenging or crisis situations</p> <p>Create and promote an ethos which values everyone in the school, always striving for the best outcomes for all learners</p> <p>Commitment to upholding the seven principles of public life (the Nolan principles)</p>	
Other competencies		<p>Able to drive, with a clean UK driver's licence</p> <p>Knowledge of first aid</p>