



Highams Park School

An independent state funded Academy

Post Title:	PRINCIPAL
Salary / Grade:	Leadership Scale L37 to L43 (£105,509 - £120,513)
Responsible for:	<p>To provide inspirational leadership to students and staff, ensuring that the strategic development continues which</p> <ul style="list-style-type: none"> - Embodies the School's Vision – <i>Success through our Endeavours</i>, - Continues to promote the School moto – <i>respect, responsibility, resilience</i>, - Fully encompasses the School's Core Values.
Responsible to:	BOARD OF TRUSTEES
<p>The Principal will carry out his/her duties in accordance with and subject to the National Conditions of Employment for Headteachers and Education and Employment legislation. The Principal is accountable to the Trustees for the standards achieved and the conduct, management and administration of Highams Park School and Academy Trust subject to any policies which the Department for Education or Trustees make.</p> <p>This Job Description is based on the National Standards of Excellence for Headteachers 2020. The Trustees will use these standards with the Principal to set strategic targets for Highams Park School, and for setting performance management targets.</p> <p>The Principal will be expected to provide professional, committed leadership for Highams Park School and Academy Trust, securing its continued success and development. The Principal will be required to demonstrate their commitment to delivering high quality fully comprehensive education in a cheerful, safe and secure environment which ensures all students and staff have the opportunity to achieve their personal best both educationally and morally.</p> <p>This Job Description will be reviewed annually or when required.</p>	
<p><u>General</u></p> <ul style="list-style-type: none"> a) The Principal is an ex-officio Trustee (director) of Highams Park Academy Trust (HPAT). b) The Principal shall be the Accounting Officer as required by the Academies Trust Handbook. c) The Principal shall be chief officer for HPAT ensuring compliance with the requirements of the Funding Agreement with the DfE and the 'Articles of Association. d) The Principal is the Headteacher, responsible to the Trustees for the internal organisation, management and control of HPS including the implementation of all policies approved by the Trustees (directors) and for the direction of teaching and curriculum at Highams Park School (HPS). e) The Principal shall give public assurance of high standards of probity. 	



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Specific Responsibilities:

1. Leadership

The Principal shall

- a) Lead and manage staff and students to recognise and achieve their potential.
- b) Lead and manage for continual improvement in the quality of education provided for the students.
- c) Lead and manage for continual improvement in the standards of achievement attainment and progress by the students.
- d) Provide overall strategic leadership including developing a strategic direction, consistent with the core values and priorities of HPAT and HPS.
- e) Develop, implement and evaluate continually the School's policies, practices and procedures.
- f) Promote, encourage and develop the spirit and ethos of Highams Park in accordance with the established Core Values of the School.
- g) Create a safe, inclusive and positive culture.
- h) Develop operational objectives that are appropriate, deliverable and aligned to securing a sustainable future through the Trust's strategic direction.
- i) Enable the Trust's organisational design and operational systems to meet its current and future requirements and manage change effectively.
- j) Ensure the School complies with all statutory and legal requirements including safeguarding and health and safety.
- k) Create and maintain an effective partnership with parents and carers to support and improve achievement and development.

2. Teaching and Learning; Curriculum

The Principal shall

- a) Ensure teaching and learning is the highest priority for the School.
- b) Provide a broad and balanced curriculum which values the talents and aspirations of all students, supported by effective curricular leadership and delivered by high quality teaching.
- c) Ensure the School has high quality, expert teaching, built on an evidence-informed understanding of effective teaching and how students learn.
- d) Develop, implement and evaluate continually strategies to raise standards of achievement attainment and progress.
- e) Ensure that priority areas for improvement are identified.
- f) Assess record and report on student achievements attainments and progress.
- g) Ensure students are prepared for public examinations which are appropriate to their aptitude and ability.



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3. Personnel

The Principal shall

- a) Lead and manage recruitment and appointment of staff with appropriate input from Trustees.
- b) Actively promote professional development of staff.
- c) Encourage coaching and collaboration between staff as a principal means of raising standards.
- d) Enable a people strategy that identifies talent, supports and develops all staff and sustains a culture of staff well-being and high staff professionalism.
- e) Ensure the School has high quality employment practices that promote equality, diversity and inclusion, including ethical practices of recruitment and retention of staff.
- f) Ensure staff have access to high quality professional development, aligned to balance organisational and individual needs.
- g) Ensure that HPAT complies with its obligations as an employer.
- h) Regularly review own practice, set personal targets, and take responsibility for own personal development.
- i) Manage own workload and that of others, to allow an appropriate work life balance.

4. Finance and Resources

The Principal shall

- a) Plan and manage the School's finances and resources to ensure maximum benefit for students.
- b) Advise Trustees on formulation of annual budgets.
- c) Set appropriate priorities for expenditure and allocation of funds.
- d) Ensure effective audit control.
- e) Ensure rigorous approaches to identify, manage and mitigating risk.

5. Estate

The Principal shall

- a) Be responsible for buildings, grounds and equipment.
- b) Be accountable for health and safety requirements.
- c) Provide a positive and safe environment.
- d) Manage and organise accommodation to achieve curriculum aims.
- e) Advise Trustees on estate needs for the future.



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6. Accountability and Governance

The Principal shall

- a) Promote a culture of accountability that is recognised and accepted as an essential element of improvement at all levels and across all aspects of the School's work.
- b) Understand the role of relevant regulatory bodies and ensure the Trust respond to their requirements.
- c) Understand and welcome the role of effective Trust governance, upholding the obligation to give account and recognising that Trust Board are ultimately responsible and accountable for the Trust's work.
- d) Develop and maintain effective relationships with the Trust Board recognising their key role in holding the Principal to account.
- e) Ensure the Trust Board receives quality information in the level of detail needed to make informed decisions and fulfil its functions and legal obligations.
- f) Ensure positive communications that promote the Trust and its work, and present the Trust effectively when dealing with the media.

7. Safeguarding and Safer recruitment

This School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

The Principal shall

- a) Ensure that the policies and procedures adopted by the Trust Board are fully implemented and followed by all staff.
- b) Ensure all postholders are responsible for safeguarding and promoting the welfare of children and vulnerable adults by following Highams Park's procedures and practices in relation to Child Protection.
- c) Allocate sufficient resources and time to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- d) Create an environment where all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and where such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

Document Created: June 2022



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