



St Gabriel
the Archangel
Catholic Multi-Academy Trust

PRINCIPAL Job Description

*Forming Christ-centred pilgrims of hope, with kind hearts,
questioning minds, a thirst for knowledge and a hunger for justice.*

Introduction

This appointment is with the Board of Directors of the Multi Academy under the terms of the Catholic Education Service contract signed with the Board of Directors as employers. The Board of Directors will appoint a practising Catholic who, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of the life of the Academy.

The appointment is subject to the current conditions of service for headteachers contained in the Academy Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out his/her duties the Principal shall consult, where appropriate, the Board of Directors, the diocese, the staff of the Academy, the parents of its pupils and the parish/es served by the Academy.

This job description may be amended at any time, following consultation between the Principal and the Board of Directors and will be reviewed annually.

Core Purpose of the Principal

The core purpose of the Principal is to provide professional leadership and management for an Academy. This will promote a secure foundation from which to achieve high standards in all areas of the Academy's work. To gain this success a Principal must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. Principals must establish a culture that promotes excellence, equality and high expectations of all pupils. This will include ensuring that:

- the Academy is conducted as a Catholic Academy in accordance with the teachings of the Catholic Church and Canon Law, and in accordance with the Trust Deed of the Archdiocese of Birmingham;
- religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
- religious worship is in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;
- the Academy provides high quality teaching and learning that leads to successful outcomes for pupils in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development;
- the Academy will promote and safeguard the welfare of all children, enabling every child, whatever their background or their circumstances, to have the support they need to develop fully as persons and to recognise their own dignity and the dignity of others as children of God;
- all statutory requirements are met and the work of the Academy is effectively monitored, evaluated and reviewed.

The Principal is the leading professional in the Academy. Accountable to the Board of Directors and the Local Governing Body, the Principal provides vision, leadership and direction for the Academy and ensures it is managed and organised to meet the aims and targets. The Principal, working with others, is responsible for evaluating the Academy's performance to identify the priorities for continuous improvement; raising

standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the Academy's aims and objectives and for the day-to-day management, organisation and administration of the Academy.

As one of the Principals in a multi academy, the Principal will support the Board of Directors in ensuring that they and their Academy collaborate with the other Academies in the multi academy for their mutual benefit in enhancing the Catholic life of the multi academy and improving standards.

The Principal, working with and through others, secures the commitment of the wider community to the Academy by developing and maintaining effective partnerships with, for example, Academies, other services and agencies for children, the local authority, higher education institutions and employers. Through such partnerships and other activities, Principals play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.

Drawing on the support provided by members of the Academy community, the Principal is responsible for creating a productive learning environment, which is engaging and fulfilling for all pupils.

General Duties and Responsibilities

To carry out the duties of a Principal as set out in the current Academy Teachers' Pay & Conditions Document.

Key Areas of Responsibility

Creating the Vision

The 'preferred future', expressed in the strategic vision and development of a Catholic Academy, stems from the educational mission of the Church, which is reflected in the Academy's mission statement and Academy improvement plan.

The Principal, working with the Board of Directors, the Local Governing Body and others, is expected to draw on the person, life and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff and all other members of the community. The vision should explore Gospel values, moral purpose and be inclusive of stakeholders' values and beliefs. The strategic planning process is critical to sustaining Academy improvement and ensuring that the Academy moves forward for the benefit of its pupils.

Actions

- Ensure the vision for the Academy is clearly articulated, shared, understood and acted upon effectively by all.
- The vision must reflect its distinctive Catholic character, in accordance with the provisions of the Diocesan Trust Deed, based on what it means to be fully human as revealed in the person, life and teachings of Jesus Christ.
- Work within the Academy community to translate the vision into agreed

objectives and operational plans, which will promote a self-improving Academy system.

- Establish a commitment amongst pupils, staff and parents to the Academy's mission in partnership with the board of directors, the Local Governing Body and through personal conviction.
- Demonstrate the vision and values in everyday work and practice. Motivate and work with others to create a shared culture and positive climate.
- Create a distinctively Catholic ethos that is inclusive and applies Catholic values, attitudes and practices in all aspects of Academy life, and that life is lived explicitly and consciously in the presence of God.
- Ensure there is planned worship, and appropriate liturgy in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensure that the strategic planning takes account of the diversity, values and experience of the Academy and community at large.

Leading Teaching and Learning

In a Catholic Academy the search for excellence is expressed in learning and teaching, which responds to the needs and aspirations of all its pupils and acknowledges their individual worth as children of God.

Principals have a central responsibility for raising the quality of teaching and learning and for pupils' achievement. This implies enabling pupils to achieve their God-given potential, setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning.

Actions

- Ensure a consistent and continuous Academy-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- Secure high quality religious education for all pupils in accordance with the teachings and doctrines of the Catholic Church.
- Ensure high quality Personal, Social, Cultural, Moral and Values Education in accordance with the teachings and doctrines of the Catholic Church.
- Ensure quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purposes and aims of the Academy.
- Establish creative, responsive and effective approaches to learning and teaching.
- Create and maintain an effective partnership with parents to support and improve pupils' achievement and personal development and further the distinctive Catholic nature, purposes and aims of the Academy.
- Develop effective links with the parish and wider Catholic community, including local partnership arrangements, to extend the curriculum and enhance teaching and learning.
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrate and articulate high expectations and set stretching targets for the whole Academy community.

- Implement strategies that secure high standards of behaviour and attendance.
- Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge underperformance at all levels and ensure effective corrective action and follow-up.

The Self Improving Academy System and Working with Others

In a Catholic Academy, the role of Principal is one of leadership of a learning community rooted in faith. The Principal's leadership should take Christ as its inspiration. The Principal's management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God.

The Principal must manage themselves and their relationships well. Being a Principal is about building a professional learning community, which enables others to achieve their potential as a child of God. Through performance management and effective continuing professional development practice, the Principal should support all staff to achieve high standards. To equip themselves with the capacity to deal with the complexity of the role and range of leadership skills and actions required of them, Principals should be committed to their own continuing professional development.

Actions

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive Academy culture consistent with the Catholic ethos of the Academy and its mission.
- Build a collaborative learning culture within the Academy and actively engage with other Academies to build effective learning communities.
- Develop and maintain effective strategies and procedures for staff induction (including understanding the nature of the Academy as a Catholic community), professional development and performance review.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Manage own workload and that of others to allow an appropriate work/life balance.

Creating Systems and Processes to Manage the Organisation

In a Catholic Academy all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the Academy's mission.

The Principal needs to provide effective systems and processes which are fit for

purpose and which uphold the principles of transparency, integrity and probity. The Principal should also seek to build a successful organisation through effective collaboration with others.

Actions

- Create an organisational structure which reflects the Academy's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the Academy and its facilities.
- Ensure that, within the Catholic ethos, policies and practices take account of national and local circumstances, policies and initiatives.
- Manage the Academy's financial and human resources effectively and efficiently to achieve the Academy's educational goals and priorities.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the Academy, implement rigorous and fair systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Manage and organise the Academy environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Use and integrate a range of technologies effectively and efficiently to manage the Academy.

Ensuring accountability

In a Catholic Academy, the Principal fulfils his/her responsibilities in accordance with the mission of the Academy. The Principal supports the Board of Directors in fulfilling its responsibilities under Canon Law to the Diocesan Trustees and in accordance with national legislation.

With Gospel values at the heart of his/her leadership, the Principal has a responsibility to the whole Academy community. In carrying out this responsibility, the Principal is accountable to a wide range of groups, particularly pupils, parents, carers, governors, the DFE and the DES. He/she is accountable for ensuring that pupils enjoy and benefit from a high quality education, for promoting collective responsibility within the whole Academy community and for contributing to the education service more widely. The Principal is legally and contractually accountable to the Board of Directors for the Academy, its environment and all its work.

Actions

- Fulfil commitments arising from contractual accountability to the Board of Directors.
- Develop the Catholic ethos so that everyone understands the mission of the Academy, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Work with the Board of Directors and the Local Governing Body (providing

information, objective advice and support) to enable it to meet its responsibilities, including securing the distinctive Catholic character of the Academy.

- Develop and present a coherent, understandable and accurate account of the Academy's performance to a range of audiences including governors, parents and carers.
- Reflect on personal contribution to Academy achievements and take account of feedback from others.

Building Community

In a Catholic Academy there is a special relationship with the parish and the church, as well as the local community with its distinctive social context.

The Principal needs to commit to engage with the internal and external Academy community to secure equity and entitlement. The Principal should collaborate with other Academies in order to share expertise and bring positive benefits to their own and other Academies. The Principal should work collaboratively at both strategic and operational levels with parents, carers and across multiple agencies for the well-being of all pupils. The Principal shares responsibility for leadership of the wider educational system and should be supportive of a self-improving Academy system.

Actions

- Build an Academy culture and curriculum, based on Gospel values and the teachings of Jesus Christ and the Catholic Church, which takes account of the richness and diversity of the Academy's communities.
- Build a relationship with the local church and parish communities, seeing participation in the celebration of the Eucharist as a crucial point of reference and stability.
- Create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment.
- Ensure learning experiences for pupils are linked into and integrated with the wider community and promote commitment to serving the common good and communion with the wider-world.
- Ensure a range of community-based learning experiences.
- Collaborate with other agencies in providing for the academic, religious, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers, as the prime educators, to support and improve pupils' growth in the knowledge and love of God and neighbour, their achievement and personal development.
- Seek opportunities to invite parents and carers, the parish, community figures, businesses or other organisations into the Academy to enhance and enrich the Academy as a faith community and its value to the wider community.
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other Academies and promoting innovative initiatives.
- Co-operate and work with relevant agencies to protect children.

Safeguarding Children & Safer Recruitment

This Academy 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.

Actions

- The Principal should ensure that:
- The policies and procedures adopted by the Board of Directors are fully implemented and followed by all staff.
- Sufficient resources and time are allocated 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 in the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed disclosure policy.

Safeguarding Commitment

St Gabriel the Archangel Catholic Multi-Academy Trust is fully committed to safeguarding and promoting the welfare of children and young people. The Trust expects all staff and volunteers to share this commitment and comply with safer recruitment procedures, including an enhanced DBS check and Children's Barring List check.

Benefits

- Opportunities for professional development and CPD tailored to digital leadership
- Participation in Trust-wide initiatives and senior leadership forums
- Supportive and collaborative working environment