

### Job Description

<b>Job Title</b>	Principal - Alternative Provision
<b>Grade</b>	Leadership Scale Points 26-29
<b>Responsible To</b>	Chief Executive Officer/Executive Principal
<b>Staff Managed</b>	Whole School
<b>Job Family</b>	Teaching - Senior Leadership
<b>Job Purpose</b>	The role of Principal includes responsibilities as set out in the appropriate National Standards. The Principal is accountable to Heartwood Learning Trust for the quality of provision of all aspects of the school.
<b>Accountabilities / Main Responsibilities</b>	
<b>Main Responsibilities</b>	<ul style="list-style-type: none"> <li>● Develop, articulate and promote a vision for the school.</li> <li>● Be a highly visible presence around the school and model expectations and standards to staff and pupils.</li> <li>● Provide strategic leadership for all aspects of the school including quality of education, inclusion, safeguarding, SEND and personal development.</li> <li>● Secure an excellent quality of education through an ambitious curriculum for all pupils, which is implemented to a high standard through high quality teaching and learning.</li> <li>● Encourage a climate where pupils are excited about learning and have high aspirations.</li> <li>● Develop a culture where pupils can thrive and provide opportunities for pupils to develop through a well-rounded educational experience.</li> <li>● Ensure that provision responds to the context of the school and the needs of the school community.</li> <li>● Be accountable for standards across all aspects of provision.</li> <li>● Promote, support and develop an inclusive approach to meet the needs of all pupils.</li> <li>● Support the Trust governance model, so that both the Local Governing Committee and the Trust Board meet their defined standards and hold the Principal to account for school performance.</li> <li>● Work with mainstream schools to develop and implement reintegration packages.</li> <li>● Provide Outreach for mainstream schools to support the development and implementation of inclusion bases.</li> </ul>
<b>Quality Assurance and Planning</b>	<ul style="list-style-type: none"> <li>● Lead on the quality assurance of all areas of the school, ensuring that it is forensic, responsive and leads to rapid improvement.</li> <li>● Accurately self-evaluate the quality of provision in conjunction with the Trust School Improvement Team and external parties.</li> <li>● Lead on the development and implementation of the Academy Development Plan, ensuring that it has a positive impact on standards.</li> <li>● Lead on the implementation of the school improvement strategy, in conjunction with the Trust School Improvement Team, to raise standards rapidly within the school setting.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>● Develop relationships with home schools, families and the wider community to enhance the contribution to school life and outcomes and opportunities for pupils.</li> <li>● Ensure that all leaders/teachers are familiar with and can use data effectively to promote progress, enabling positive learning conversations with pupils and parents/carers.</li> <li>● Ensure effective communication, as appropriate, with the parents/carers of pupils.</li> <li>● Oversee the high quality production of relevant school documentation, in line with Trust strategy.</li> </ul>

	<ul style="list-style-type: none"> <li>● Promote the values of the school and the Trust so that they are lived out every day.</li> <li>● Prepare/present reports to relevant Trustee/Governor committee meetings as appropriate.</li> </ul>
<b>Partnership or Corporate Working</b>	<ul style="list-style-type: none"> <li>● Implement all aspects of Trust strategy with fidelity and integrity at school level.</li> <li>● Contribute to the development of Trust strategy.</li> <li>● Establish a culture of sharing best practice within school and across the wider Trust, in line with Trust strategy.</li> <li>● Work with colleagues in the school and across the Trust, as well as external advisers and partners, to ensure the continuous development of the school.</li> <li>● Lead the development of transitional links with partners and institutions, as appropriate, in order to provide clear pathways for pupils and individuals within the community.</li> </ul>
<b>Operations</b>	<ul style="list-style-type: none"> <li>● Ensure the smooth running of the school on a day-to-day basis so that it is a safe, calm and well-ordered environment for all pupils and staff.</li> <li>● Ensure that the school environment offers an inviting working environment that is ordered, positive, warm and welcoming.</li> </ul>
<b>Resource Management</b>	<ul style="list-style-type: none"> <li>● Manage and monitor the school's allocated budget in conjunction with the school's Trust Finance Officer.</li> <li>● Work with the Trust finance team to implement curriculum-led financial planning and ensure the equitable deployment of school allocated budgets and resources.</li> <li>● Ensure that resources are well looked after and funds are spent wisely.</li> </ul>
<b>People Management</b>	<ul style="list-style-type: none"> <li>● Promote and enhance the wellbeing of staff.</li> <li>● Manage recruitment with the support of Human Resources.</li> <li>● Instill a strong sense of accountability in staff for the impact of their work on pupils' outcomes.</li> <li>● Ensure appropriate induction of staff and guide them through the expectations of the school.</li> <li>● Further the professional development of staff through effective CPD.</li> <li>● Deliver and support the Trust performance management process, ensuring that all reviews are undertaken in an efficient, constructive and timely manner.</li> <li>● Support staff to adhere to all aspects of the professional conduct policies in school and the nationally published Teacher Standards.</li> </ul>
<b>Skills Development</b>	<ul style="list-style-type: none"> <li>● Keep abreast of curriculum developments, evaluating and reviewing schemes of work and approaches to teaching as part of a continuous cycle of curriculum review and development.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>● Promote a strong safeguarding culture across the school.</li> <li>● Be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.</li> <li>● Maintain confidentiality as appropriate.</li> <li>● Have sound knowledge and understanding of the most recent safeguarding legislation.</li> <li>● Monitor and quality assure safeguarding practices and procedures, ensuring that policy is being followed at all times.</li> <li>● Undertake direct line management of the Designated Safeguarding Lead or undertake the role of Designated Safeguarding Lead as appropriate.</li> <li>● Undertake Designated Safeguarding Lead training.</li> </ul>
<b>Systems and Information</b>	<ul style="list-style-type: none"> <li>● Ensure that data is accurate and is used to inform intervention and planning.</li> <li>● Use data to determine the progress being made by learners and where progress is of concern, identify reasons and put appropriate support in place to bring about improvement.</li> <li>● Analyse the data of all groups of pupils to ensure that all pupils are making progress in all lessons with all teachers.</li> <li>● Analyse and evaluate performance data and produce reports for relevant staff/stakeholders including Governors and Trustees.</li> </ul>

	<ul style="list-style-type: none"> <li>● Oversee the Integrated Curriculum Financial Planning (ICFP) process and writing of the timetable.</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>● To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> <li>● Know about data protection issues in the context of your role</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>● Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>● To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>● We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>● Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement.</li> <li>● Develop own understanding of equality issues.</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>● Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances.</li> <li>● Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager.</li> <li>● Permanent &amp; significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>● The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>● The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> <li>● Understand your own role and its limits, and the importance of providing care or support.</li> </ul>

## Person Specification

**Key** E - Essential D = Desirable A = Application I = Interview AA = Assessment activities

<b>Qualifications</b>	<b>E/D</b>	<b>A</b>	<b>AA</b>	<b>I</b>
Qualified Teacher Status.	E	✓		
Degree or equivalent.	E	✓		
Evidence of continuous professional development.	E	✓		
Has achieved or is working towards gaining the NPQH.	D	✓		
<b>Knowledge and Experience</b>	<b>E/D</b>	<b>A</b>	<b>AA</b>	<b>I</b>
Up to date understanding of the Ofsted framework.	E		✓	✓
Up to date knowledge of and implications of current government developments in relation to education and inclusion.	E		✓	✓
Ability to identify own learning needs and to support others in identifying their learning needs.	E			✓
Evidence of strong teaching and developing the practice of others.	E	✓	✓	✓
Experience of successful senior leadership in an alternative provision.	E	✓	✓	✓
Experience of leadership in a mainstream school.	D	✓		
Experience of outreach work.	E	✓		
A proven track record of securing improvement in the quality of teaching and learning and raising standards.	E	✓	✓	✓
Experience of using relevant data to drive school improvement.	E		✓	
Experience of developing and implementing a successful curriculum.	E	✓	✓	
High expectations when managing, developing, inspiring, challenging and motivating staff.	E		✓	✓
Commitment to working across the Trust and with external organisations and agencies.	E		✓	✓
An understanding of the legislation relating to SEND and to Keeping Children Safe in Education, including Prevent and British Values.	E		✓	✓
Understanding of how a Multi-Academy Trust operates.	D	✓		✓
<b>Strategic Leadership</b>	<b>E/D</b>	<b>A</b>	<b>AA</b>	<b>I</b>
Ability to articulate and share the school's vision, aims and values.	E		✓	✓

The confidence and ability to inspire and motivate staff and Trustees to achieve the aims of the Trust.	E		✓	✓
Evidence of having successfully translated vision into reality at school level.	E	✓	✓	✓
Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement.	E		✓	✓
Evidence of analysing data, developing strategic plans, setting targets and evaluating progress.	E		✓	
Demonstrable success in raising standards and meeting challenging targets.	E	✓		✓
Supporting strategies for performance management.	E			✓
<b>Skills, Qualities and Abilities</b>	<b>E/D</b>	<b>A</b>	<b>AA</b>	<b>I</b>
Lead by example, demonstrating a ‘can do’ approach.	E			✓
Empathy with staff.	E		✓	✓
Excellent interpersonal and communication skills to engage a range of audiences including staff, children, parents, governors, local authority and external agencies.	E	✓	✓	✓
Experience of developing and implementing an inclusive learning environment and removing barriers to learning.		✓		
Ability to provide a safe, calm and well-ordered environment to facilitate excellent behaviour.	E	✓	✓	✓
Ambition for our school.	E		✓	✓
A commitment to continuous school improvement.	E		✓	✓
Experience of offering challenge and support to improve performance.	E			✓
Perseverance and resilience in the face of challenge.	E		✓	✓
Ability to remain calm, positive and enthusiastic when working under pressure.	E		✓	✓
Manage and resolve conflict.	E		✓	✓
Ability to organise work, prioritise tasks, make decisions and manage time effectively.	E		✓	
A belief in the importance of extra-curricular opportunities for all children.	E		✓	✓
Welcoming a “critical friend” approach.	E			✓
Experience of presenting reports to Trustees and Governors.	D		✓	✓
<b>Leading and Managing Staff</b>	<b>E/D</b>	<b>A</b>	<b>AA</b>	<b>I</b>

Substantial experience of leading whole school initiatives or staff teams.	E	✓	✓	✓
Ability to delegate work and support colleagues in undertaking responsibilities.	E			✓
Experience of performance management and supporting the continuing professional development of colleagues.	E			✓
Evidence of applying safe recruitment practices and developing a safe culture within the school.	E		✓	✓
Successful involvement in staff recruitment, appointment and induction.	E			✓