



## PRINCIPAL JOB DESCRIPTION

The Principal will be required to fulfil all relevant duties and responsibilities as set out in the current National Standards of Excellence for Headteachers, 2015.

The core purpose of the Principal is to provide professional leadership and management for Goffs-Churchgate Academy, working closely with the Trustees and Local Board, and all key stakeholders, to create a shared vision and strategic plan which inspires and motivates students, staff and all other members of the school community. This vision should express our core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

The Principal will inspire, challenge, motivate and empower the whole school community to develop and uphold the vision and ethos of Goffs-Churchgate.

### **The duties and responsibilities of the Principal are:**

#### **To provide strategic leadership and vision**

- To be a compelling ambassador for Goffs-Churchgate and the Trust, effectively communicating the vision and ethos of both to a wide range of external audiences
- To work with Trustees and staff to maintain a shared vision for Goffs-Churchgate
- To make effective use of data to ensure strategic decisions achieve our key target deliverables
- To set high standards for all students

#### **In management of the school**

- To work closely with the Trust's Chief Financial Officer and Vice-Chief Executive Office to ensure effective financial and resource management
- To recruit, retain and develop high calibre staff
- To ensure that the school's broad curriculum is delivered to the highest standard
- To ensure continuing professional development is an integral part of the school ethos
- To ensure that well-being of all stakeholders is at the heart of decision-making

#### **In leadership of learning and teaching**

- To be a visible presence in the school, encouraging and promoting quality first, innovative teaching

- To keep the debate about effective learning and teaching ever-present and develop relevant strategies for performance improvement
- To acknowledge and reward excellent teaching, and address poor performance in a fair and robust manner
- To implement the curriculum and ensure it is reviewed and developed to ensure students benefit from a stretching and supportive learning environment, with strategies for ensuring inclusion, diversity and access

### **In educational culture**

- To ensure the development of the Goffs-Churchgate ethos, where all students are provided with the foundations for life and essential personal skills are taught alongside a broad education
- To be a visible, approachable figure among the student and staff bodies, investing time in building strong relationships
- To oversee the delivery of exceptional pastoral care, ensuring student welfare and personal, social and moral development is at the heart of all decision-making
- To ensure the co-curricular life of the school is a distinctive strand of the school

### **In community engagement**

- To build strong, trusting relationships with parents, carers and members of the community
- To actively engage in the school and Trust-wide income generation work



## PRINCIPAL PERSON SPECIFICATION

We are looking for the right person to fill this vacancy; you are looking for the right school to work in. We hope that this booklet and other documentation (on the website) gives you a flavour of Goffs-Churchgate. To help you in your application, we show below both the essential and desirable characteristics that we are seeking when reviewing applications and at interview.

Category	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> <li>Educated to Honours degree or above</li> <li>Qualified teacher status</li> <li>Evidence of relevant Professional Development</li> <li>Has successfully undertaken Secretary of State approved 'safer recruitment' training</li> </ul>	<p>Post graduate qualifications (including NPQH, Masters degree/post graduate diplomas)</p> <p>Recognised leadership or management qualifications</p>	<p>Application form</p> <p>Interview</p> <p>References</p> <p>Certificates</p>
Experience & Knowledge	<p>Substantial experience of:</p> <ul style="list-style-type: none"> <li>Senior leadership in a secondary school Improving student outcomes</li> <li>Financial planning to ensure effective use of budget and resources</li> <li>Managing, motivating and inspiring staff</li> </ul> <p>Substantial knowledge of:</p> <ul style="list-style-type: none"> <li>Strategies for raising students' achievements</li> <li>Models of learning and teaching, behaviour and attendance management</li> <li>Strategies for ensuring inclusion, diversity and access</li> <li>Current educational trends and issues, including national policies, priorities and legislation, underpinning school effectiveness</li> </ul>	<p>Working with other schools and organisations to develop productive partnerships</p> <p>Experience of working in an inclusive and nurturing setting and still achieving strong outcomes</p> <p>Experience of coaching and mentoring leaders</p>	<p>Application form</p> <p>Interview</p> <p>References</p>

	<ul style="list-style-type: none"> <li>• Curriculum design and management</li> <li>• Financial planning, budgetary management and principles of best value</li> <li>• Principles and practice of quality assurance systems, including school review, self-evaluation and performance management</li> <li>• Legislation relating to safeguarding, and SEND Statutory requirements on the curriculum and assessment</li> </ul>		
Professional Development	<ul style="list-style-type: none"> <li>• Evidence of recent professional development</li> </ul>		Application form Interview References
Strategic Leadership	<ul style="list-style-type: none"> <li>• Exceptional strategic planning skills, with a proven ability to translate vision into clear, coherent plans</li> <li>• Ability to articulate and share an inspiring vision</li> <li>• Demonstrated ability to lead, coordinate, delegate and empower</li> <li>• An exceptional, collaborative, inspirational leader with proven ability to build positive working relationships, negotiate with and influence individuals and relevant groups</li> <li>• Experience of implementing successful strategies for school improvement</li> <li>• Successful implementation of strategies for performance management</li> <li>• Ability to manage change and work under pressure of changing circumstances</li> </ul>		Application form Interview References
Learning & Teaching	<ul style="list-style-type: none"> <li>• Understanding of the characteristics of highly effective learning in a comprehensive environment: great classrooms create great schools</li> <li>• Knowledge and experience of a range of learning and teaching strategies to meet the needs of all students</li> </ul>		Application form Interview References

	Experience of curriculum development		
Leading & Managing Staff	<ul style="list-style-type: none"> <li>• Commitment to visible leadership</li> <li>• Ability to delegate work and support colleagues</li> <li>• Experience of working effectively with governors/Trustees</li> <li>• Involvement in staff recruitment, appointment and induction</li> </ul>	Experience of leading and supporting governor/Trustee training and development	Application form Interview References
Qualities, Skills & Abilities	<ul style="list-style-type: none"> <li>• An immediate and palpable presence and sense of leadership</li> <li>• Ability to enthuse children and adults</li> <li>• A strong belief in inclusion for all</li> <li>• Unwaveringly high expectations for students' achievements</li> <li>• Leading by example, with integrity, resilience and fairness</li> <li>• Excellent interpersonal and communication skills</li> <li>• Ability to develop and sustain a safe, secure and healthy school environment, ensuring an understanding of the legal issues related to managing a school</li> <li>• Ability to organise work and manage time effectively</li> <li>• Ability to be innovative, creative and tenacious</li> </ul>		Application form Interview References
Safeguarding	<ul style="list-style-type: none"> <li>• Evidence of commitment to promoting the health, welfare and safeguarding of children</li> <li>• Evidence of promoting, implementing and monitoring equal opportunities across all aspects of the school</li> </ul>		Application form Interview References