



## GREENWOOD ACADEMIES TRUST

### **JOB DESCRIPTION**

Post Title: **PRINCIPAL (*Dogsthorpe Junior Academy*)**

- Purpose, objectives and main duties:
- Provide vision and professional leadership to secure high quality education and high standards of achievement for all pupils;
  - Ensure the protection and safety of all pupils and staff through effective safeguarding;
  - Maximise academy resources and ensure they are used effectively and efficiently to achieve the above;
  - Ensure the continual development of a rich inclusive curriculum offer that is delivered through highly effective, high quality teaching;
  - Ensure effective communication with parents and the wider community, including strategies that continue to raise the academy profile to become an academy of choice;
  - Promote the Trust's vision and implement statutory and Trust policies, protocols and guidance;
  - Work collaboratively with other Principals and leaders to contribute to continual improvement and raising standards for all pupils in the Trust;
  - Carry out the professional duties as described in the [Headteacher standards 2020](#) and as provided for under the relevant sections of the School Teachers' Pay and Conditions Document

Reporting to: Education Director

Liaising with: The Chief Executive Officer, Chief Education Officer, Senior Education Director, other Trust Senior Leaders, Academy Advisory Council members, the senior leadership team, teaching/support staff, external agencies, parents, other Trust Principals and senior leaders, partner schools and community members.

Working time: Full-time.

This salary is fully inclusive and remunerates you for the full range of duties including the requirement to work outside normal office hours. You will participate in reasonable out of hour arrangements as necessary to support academy needs.

You are expected to devote your whole-time service to the work of the academy and you will not engage in any other business or take up any other additional appointment without the express consent of the Chief Executive.

Salary/Grade: L20-26



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## Person Specification

### PRINCIPAL – Dogsthorpe Academy

|                                                                                                                                                  | Essential | Desirable | How Assessed                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|-----------------------------------------------|
| <b>Qualifications:</b>                                                                                                                           |           |           |                                               |
| First degree or equivalent.                                                                                                                      | ✓         |           | Application form.                             |
| Qualified teacher status.                                                                                                                        | ✓         |           | Application form.                             |
| Higher degree or equivalent of further study.                                                                                                    |           | ✓         | Application form.                             |
| Ongoing participation in a range of relevant training / professional development.                                                                | ✓         |           | Application form.                             |
| <b>Teaching and Management Experience:</b>                                                                                                       |           |           |                                               |
| Previous headteacher / principal experience.                                                                                                     |           | ✓         | Application form; at interview and reference. |
| Previous senior leadership experience at Deputy Headteacher or above.                                                                            | ✓         |           | Application form; at interview and reference. |
| Track record of successful leadership of significant school improvement strategies.                                                              | ✓         |           | Application form; at interview and reference. |
| Experience of setting and delivering challenging school targets.                                                                                 | ✓         |           | Application form and at interview.            |
| Experience of successful school improvement in a range of contexts.                                                                              |           | ✓         | Application form; at interview and reference. |
| Experience of monitoring school performance.                                                                                                     |           | ✓         | Application form and at interview.            |
| Successful experience of improving standards and / or achievement for disadvantaged pupils and pupils with SEND                                  | ✓         |           | Application form; at interview and reference. |
| Experience and understanding of management of human and financial resources at a senior level.                                                   |           | ✓         | Application form; at interview and reference. |
| Experience of working positively with governors, trustees or similar.                                                                            |           | ✓         | Application form; at interview and reference. |
| Experience of managing Special Educational Needs and / or Learning Difficulties and Disabilities provision in mainstream schools/special schools |           | ✓         | Application form; at interview and reference. |
| Evidence of the ability to embrace and manage change successfully.                                                                               | ✓         |           | Application form; at interview and reference. |
| Experience of developing successful links with parents, local community / stakeholders and external partners.                                    | ✓         |           | Application form; at interview and reference. |

| Personal and Professional Skills and Attributes:                                                        |   |   |                                               |
|---------------------------------------------------------------------------------------------------------|---|---|-----------------------------------------------|
| Outstanding leader, committed to sustainable improvement through high quality leadership at all levels. | ✓ |   | Application form; at interview and reference. |
| Ability to recognise outstanding practice and implement strategies to develop it in others.             | ✓ |   | Application form; at interview and reference. |
| A passionate commitment to the academic, personal and social development of children.                   | ✓ |   | Application form; at interview and reference. |
| Ability to motivate, develop, support and challenge staff.                                              | ✓ |   | Application form; at interview and reference. |
| Excellent communication and organisational skills.                                                      | ✓ |   | Application form; at interview and reference. |
| Ability to involve and maintain strong and positive relationships with the whole Academy community.     | ✓ |   | Application form; at interview and reference. |
| Deep understanding of effective school improvement.                                                     | ✓ |   | Application form; at interview and reference. |
| Ability to develop a high-quality curriculum for all pupils within a context of educational change.     | ✓ |   | Application form; at interview and reference. |
| Committed to self-evaluation, continual personal development and improvement.                           | ✓ |   | Application form; at interview and reference. |
| Good understanding of national education policy.                                                        |   | ✓ | Application form; at interview and reference. |
| Ability to think, plan and act strategically.                                                           | ✓ |   | Application form; at interview and reference. |
| High levels of personal resilience and optimism.                                                        | ✓ |   | Application form; at interview and reference. |
| Other:                                                                                                  |   |   |                                               |
| Must satisfy relevant employment checks                                                                 | ✓ |   | Documentary evidence                          |

Requirements from confidential references:

|                                                                           | Essential |
|---------------------------------------------------------------------------|-----------|
| Written reference(s) only                                                 | ✓         |
| Confirmation of professional and personal knowledge, skills and abilities | ✓         |
| Positive recommendation from current employer                             | ✓         |

Greenwood Academies Trust will require the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.