



ST GEORGE'S ACADEMY

Westholme
Sleaford
Lincolnshire
NG34 7PP

Telephone: (01529) 302487 Fax: (01529) 301175
Email: stga@st-georges-academy.org

The Company is Registered in England and Wales no: 7087804

Limited by guarantee

Job Description

RESPONSIBLE TO: BOARD OF TRUSTEES

In addition to the Conditions of Employment for Head Teachers, laid down in the current DfE School Teachers' Pay and Conditions Document, the Principal will be required to carry out the following duties:

Core purpose

The Principal will:

- Provide vision, direction and leadership for the Academy
- Actively create a partnership with parents and the local community

Key tasks

The Principal will:

Lead and manage the Academy to secure world-class educational provision, high standards and high levels of achievement for all its students

- Develop, communicate and implement the vision for the Academy, which will include its commitment to excellence for all; personalised learning; personal and community responsibility and the hub and bespoke approach to rural secondary education
- Manage a complex organisation effectively through the successful implementation of radical change and ongoing development
- Lead the development of a curriculum that provides students at all levels with the skills and aspirations that will serve them well in education, training and employment in their future lives
- Drive continuous improvement in standards and the quality of education provided

Strategic direction and leadership

The Principal will:

- Work in partnership with the Academy's Governing Body and Senior Leadership Team to implement the Academy vision through a strategic plan, so that it fully meets the needs of students, staff, parents/ carers and the wider community
- Advise the Governing Body on the formulation of its policies and their implementation, providing clear and informative reports to assist the Governing Body to carry out its statutory duties.
- Manage a complex organisation effectively and ensure the successful implementation of radical change
- Support the Governing Body and the Academy Trust in keeping up to date on relevant legislation and educational developments
- Lead and support members of the school community to create a caring, rich and exciting learning environment on the Academy's campuses
- Be responsible for the management and development of the Academy and all its resources, including the recruitment of staff

- Manage the Academy's resources to promote value for money and secure the achievement of both students and staff
- Develop a single ethos and school culture across the Academy's campuses which embodies high aspirations and expectations of excellence for all
- Develop rigorous systems to assure the quality of the Academy's provision
- Ensure the Academy meets all its statutory responsibilities

Teaching and learning

The Principal will:

- Ensure that the Academy provides a broad and balanced curriculum that is delivered to match the needs of all students and is supported by high quality teaching
- Develop post-14 provision for the Academy's students, in school and/or in collaboration with other providers, including involvement in the Sleaford Joint Sixth Form
- Encourage wide-ranging extracurricular activity
- Monitor teaching and learning to ensure high quality is maintained and action is taken to bring about improvement where it is needed.
- Develop a radical approach to meeting the needs of students who enter the Academy with a low skill base and those of the more able
- Achieve a sense of harmony and engagement with learning through the effective management of student behaviour
- Involve students in the decision-making processes in the academy by developing policies and practices that treat students as partners in the learning process
- Ensure that there are effective systems for setting performance targets for the Academy and the assessment, recording, tracking and reporting of student progress
- Monitor and evaluate the curriculum for both quality and value for money

Leading and managing staff

The Principal will:

- Lead and motivate others and generate effective working relationships at all levels
- Promote the Academy ethos in which the highest achievements are expected from all members of the Academy community
- Maximise the contribution of all staff, through self-evaluation and planned development, to improve the quality of education provided and students' achievement
- Manage the effective deployment and performance of all staff and ensure their professional development through effective systems for the management of staff performance
- Promote equality of opportunity in the recruitment, appointment, management and promotion of staff

Student welfare

The Principal will:

- Put students and their needs at the heart of all decisions in the Academy
- Involve students in the decision-making processes in the Academy so that students view the Academy as being theirs and enjoy their time here
- Create an atmosphere of respect, recognition, optimism, celebration and mutual support in the Academy and which promotes equality and values the diversity of the school and local community
- Develop a culture in which students make contributions to the school and local communities and are involved in national and global issues

- Develop a culture of high expectations, both academic and in behaviour and attitudes that recognise the needs of the individual and the community of learners
- Ensure the guidance and student support systems are effectively implemented within the context of current legislation to ensure all students fulfil their potential
- Ensure students are aware of the factors that impact on their physical, mental and emotional health and the academy encourages students to follow healthy lifestyles
- Ensure students are safe and feel safe through rigorous safeguarding practices which are understood and implemented by all adults who work in the academy

Partnerships

The Principal will:

- Work closely with the St George's Foundation as sponsor, the local authority and the University of Lincoln as co-sponsors and the Governing Body to ensure the successful development of the Academy
- Oversee the Academy's partnership with the University of Lincoln, other primary and secondary schools. The SCITT programme is well regarded and successful which has established strong, high-quality local access to teacher training.
- St George's Academy lead a group of 29 primary and secondary schools in its SCITT partnership.
- Develop and encourage very good relationships between parents/ carers in order to support student learning
- Promote strong links with the local community, in the education, business and non-profit sectors, particularly with the primary schools whose pupils might attend the Academy
- Secure strong links with other key partners who are supporting the Academy's development.

Financial and facilities management

The Principal, assisted by the Vice Principal – Corporate Services, will:

- Plan and manage the Academy's finances and resources to ensure maximum benefit for students
- Be responsible for the academy's campuses, buildings, equipment and their development
- Provide advice to the Governing Body on the formulation of the annual and projected yearly budgets in order that the Academy secures its objectives
- Set appropriate priorities for expenditure and allocation of funds
- Ensure that the accommodation provides a positive and safe environment which promotes wellbeing and high achievement for all in the Academy
- Manage and organise accommodation efficiently to ensure it meets the needs of the students and staff
- Ensure effective administration and audit control
- Be accountable for all health and safety requirements on and off the academy campuses.