

## **THE LEEK FEDERATION LEARNING TRUST (TLFLT)**

### **EXECUTIVE PRINCIPAL JOB PURPOSE AND SPECIFICATION**

#### **Job Purpose:**

The core purpose of the Executive Principal is to provide professional leadership and management of TLFLT. This will promote a secure foundation from which to achieve high standards in all areas of TLFLT's work. To gain this success the Executive Principal must establish a culture that promotes excellence, equality and high expectations of all students.

The Executive Principal, working with the Governing Body and the Headteachers, is expected to create a shared vision and strategic plan, which inspires and motivates students, staff and all other members of the community. The vision should explore core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

The Executive Principal is the leading professional in TLFLT and is accountable to the Governing Body. The Executive Principal provides vision, leadership and direction for TLFLT and ensures that it is managed and organised to meet its aims and targets. The Executive Principal, working with others, is responsible for evaluating the performance of the individual schools to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the schools' aims and objectives and for the day-to-day leadership, management, organisation and administration of TLFLT.

The Executive Principal, working with and through others, secures the commitment of the wider community to TLFLT by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, parishes, the local Diocese, Local Government and Higher and Further education institutions and employers. Through such partnerships and other activities, the Executive Principal will play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.

#### **Overall purpose of post of Executive Principal**

A number of the responsibilities of the Executive Principal will differ from those of the role of the Headteachers. Critical to the role of the Executive Principal is working with the Governing Body and others to create a shared vision and strategic plan which inspires and motivates students, staff and all other members of the school communities. This vision should express core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

Based on the vision and values of TLFLT the Executive Principal will support the Headteachers in order to:

- Provide high quality learning and teaching experiences to assist young people to achieve educational and personal success
- Offer a safe, secure, well maintained, and stimulating environment that will challenge and motivate members of TLFLT's schools
- Secure positive relationships within the schools that form TLFLT and the LEP and with the wider community, based on trust, fairness, understanding, and mutual respect
- Promote high standards of behaviour, mutual respect, attendance, and individual attainment
- Celebrate success and share pride in achievement

- Embrace the principles of inclusive practice with an offer of fully extended provision, and
- Develop exceptional leadership at all levels of TLFLT, to include the coaching and mentoring of newly appointed Headteachers
- Create opportunities that did not previously exist consistently across all of the schools
- Support the Headteachers in maintaining a high quality team of teaching and non – teaching staff

In particular, the Executive Principal will be instrumental in ensuring that the goals for student achievement are met and that TLFLT builds high standards of student achievement and success in its widest sense across all areas of the curriculum and through a wide range of extra-curricular activities. The Executive Principal will support the Headteachers in:

- Raising student achievement including post-16 participation levels
- Ensuring that TLFLT delivers on all aspects of inclusive practice
- Ensure that policies and processes are in place for effective individual assessment, recording and reporting on student progress across the three schools
- Ensure that all young people are actively involved in TLFLT's decision making process and that their views on the learning process are reflected in practice
- Ensure that parents and carers are informed about and involved in their children's learning.

The Conditions of Employment of Headteachers (Part IX School Teachers' Pay and Conditions Document 2011) outlines the statutory responsibilities for Headteachers. These responsibilities will apply within all of the schools in TLFLT and will, on occasion, require the Executive Principal to direct the work of the Headteachers. However, a number of the responsibilities of the Executive Principal will significantly extend those of the role of Headteacher.

For the Executive Principal of TLFLT this will include:

- Delivering the Governors' vision and translate into practice the underpinning vision and values of the federation, to include directing Headteachers and senior staff as necessary
- Promoting the philosophy, aims and objectives of TLFLT
- Ensure that TLFLT develops a productive relationship with the community of schools in Leek and the Moorlands
- Ensuring regular self-evaluation practices prepare the school leadership teams for inspection by Ofsted and support the development, review and implement post inspection action plans
- Being innovative, in order to deliver the highest standards in performance, and facilitating the diffusion of innovation across TLFLT
- Developing networks and partnerships at local, regional and national level for extending successful educational and training opportunities

- Appropriately adopting and adapting successful practices from non-educational sectors; and
- Harnessing the experience and contribution of Governors, Trust Members and Partners.

The Executive Principal will be accountable to the Full Governing Body of TLFLT.

### **Leadership and Management**

The Executive Principal will:

- In conjunction with the Governors, produce and be responsible for implementing TLFLT's Development Plan to meet the strategic intents set out in the annual planning cycle
- Set strategic targets for TLFLT in conjunction with the Governors, Headteachers and Trustees
- Provide a clear strategic vision and direction for the continued development of TLFLT
- Provide inspirational, innovative and motivational leadership of TLFLT to enable all students and staff to achieve their highest potential
- Lead TLFLT's drive to secure a transformational change in aspiration and standards
- Implement TLFLT's strategic intents in partnership with the Head teachers, Senior Leadership Team, the Governing Body, the Trustees / Members and the Local Authority
- Develop and implement the ICT strategy so that it facilitates the meeting of the objectives and intended outcomes of TLFLT's Development Plan and the meeting of the targets set by the Governors and Trustees / Members
- Develop and implement a plan to involve organisations within the community, whether commercial, public, voluntary, faith-based or secular in participating and supporting the development of TLFLT.
- Adopt a strong and flexible leadership style so as to motivate staff to achieve their objectives and those of TLFLT.
- Create an environment of open-mindedness, fairness and harmony between groups and individuals.
- Work openly with the Governors and Trustees / Members to create effective and productive working relationships, using the knowledge and expertise of individuals and groups to add value.
- Ensure the recruitment and retention of high calibre leaders and staff at all levels.
- Lead on the issues that are key to the success of TLFLT
- Nurture a 'can do' staff culture willing to embrace 'doing it differently'.
- Ensure 'Best Practice' performance management processes linked to the Teachers Standards.
- Nurture team development within the TLFLT community and develop productive networking with external stakeholders.
- Ensure compliance with all TLFLT policies and standard operational procedures.
- Support the development of high quality teaching and learning throughout TLFLT to include in-house development of staff, at all levels, as part of on-going succession planning
- Harness and nurture the talents and support of members of the local community and external partners to create a vibrant learning environment
- Advise and work with the Governing Body and Trustees / Members on the formulation of policies and their implementation
- Ensure a range of high-quality multi-agency services are provided to support the achievements of the students

## **Students**

The Executive Principal has a central responsibility for supporting the Headteachers in seeking to raise the quality of teaching and learning and students' achievement. This implies setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable students to become effective, enthusiastic, independent learners, committed to life-long learning.

The Executive Principal will:

- Contribute to the design of a broad curriculum that meets the aims of TLFLT and the needs of all young people so that they can achieve their potential.
- Contribute to the development of a curriculum offer which values the talents and aspirations of all students, harnessing and optimising the potential of the District's students
- Seek to ensure that learning across the curriculum is enhanced by Information Technologies.
- Contribute to the evaluation of the design and delivery of the curriculum, continuously improving all aspects.
- Support the delivery of an innovative approach to teaching, making learning accessible for all young people.
- Contribute to the setting of challenging and aspirational targets to develop all students academically, emotionally and socially
- Help to introduce and implement proven, effective strategies that are designed to raise standards continually
- Ensure that there is an appropriate and effective assessment, recording and reporting system of student development, which reports on student progress regularly throughout the academic year.
- Monitor the curriculum and learning and teaching arrangements to safeguard best value in resource management
- Contribute to the promotion and implementation of strategies which secure good behaviour and student welfare throughout the community of schools

## **Finance and Human Resources**

The Executive Principal will:

- Create and maintain good working relationships among all members of the community of schools
- Support in the recruitment and selection of staff, ensuring compliance with "best practice" and all legal requirements, in particular with reference to child protection
- Actively promote appropriate personal and professional development of all staff by helping to develop a TLFLT training plan
- Oversee the performance management of all staff, ensuring that underperformance is dealt with effectively and that achievement is celebrated and rewarded
- Ensure strong, distributed leadership throughout TLFLT so that teams and individuals can be effective in their work with young people
- Provide appropriate advice to the Governing Body and Trustees / Members on the formulation of the annual and projected yearly budgets in order that the schools secure their objectives
- Ensure that long term and short term budgets are set within the correct financial framework
- Ensure that actual spend is monitored against forecast
- Ensure all financial activities comply with financial regulations

- Ensure that 'Best Value' principles are applied to all appropriate purchasing and contracting decisions and that performance against contract is reviewed on a regular basis
- Ensure there is compliance with the Scheme of Delegation
- Ensure that appropriate evaluation is in place of the use of financial resources, for meeting the intended outcomes
- Ensure that appropriate revenue and resources generation takes place
- Ensure that relevant business opportunities are identified and exploited to the advantage of the federation
- Ensure that appropriate processes are in place to ensure that relevant priorities are set for expenditure and allocation of funds
- Ensure that effective administration and audit control is established, across the schools, in order to ensure compliance with financial regulations and best value
- Be ultimately responsible for the TLFLT's campuses, buildings, equipment and grounds
- Make a significant contribution to the specification of any new and refurbished buildings so that they will best support the objectives set out in the educational vision for TLFLT
- Ensure the efficient management and organisation of accommodation in order to ensure it meets the needs of the students and staff
- Ensure that, at all times, the accommodation provides a positive and safe environment which promotes well-being and high achievement for all in the community of schools
- Advise the Governing Body and Trustees / Members on premises requirements as the federation develops over the coming years
- Be accountable for ensuring that TLFLT complies with Health and Safety requirements and other legal obligations

### **Partnerships**

The Executive Principal will:

- Work closely with the Trustees / Members and the Governing Body to ensure the successful development of TLFLT
- Develop and encourage positive relationships between TLFLT and its stakeholders
- Promote strong links with the local community: education, business and non-profit sectors
- Promote effective links with key partners who are supporting TLFLT's development
- Support the creation and implementation of ways of actively involving parents and carers in the learning process
- Ensure that parents, carers and young people are kept well informed about all appropriate TLFLT matters
- Instigate and maintain links with local and national businesses, voluntary organisations and charities for mutual benefit and to extend student learning and development.
- Collaborate with the schools in the LEP and the MREP and build trust at all levels
- Seek to open up the use of TLFLT's facilities to partner and neighbourhood schools and the community.

February 2014

This document will be subject to annual review by the Governing Body.

