



## **JOB DESCRIPTION**

**NAME:**

**POST:**

**Executive Principal**

**GRADE:**

**Leadership Scale L30 – L36**

### **RELATIONSHIPS**

The post holder is accountable to the Chief Education Officer in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with the Executive Leadership Team and other Principals, and support the wider Trust team when necessary.

### **PURPOSE**

The Executive Principal will provide strategic leadership and hold accountability for the educational performance of academies within the Authentic Education Group.

The Executive Principal will be required to provide courageous and innovative leadership to ensure standards of excellence in teaching and learning, and promoting the welfare of children. They will promote our Trust's ethos and vision at all levels.

The Executive Principal is responsible for ensuring efficient and effective use of resources, across their allocated academies within the sector, to ensure our Trust is achieving improved outcomes for our students.

### **MAIN DUTIES & RESPONSIBILITIES**

- Lead the development and implementation of strategic plans
- Ensure the highest standards of teaching and learning across all their allocated schools within their sector
- Drive school improvement initiatives and monitor progress
- Develop and maintain our Trust culture of courageousness, innovation and excellence for all students and staff

- Foster a safe and inclusive environment for all members of the Trust's community
- Manage resources efficiently to maximise student outcomes
- Build strong relationships with stakeholders, including parents, governors, and the wider community

### STRATEGIC LEADERSHIP

- **Set the Vision and Direction:** Develop and communicate a clear vision and strategic direction for all schools under their leadership, while working closely with the Executive Education Team to ensure alignment with Trust's goals.
- **Coordinate School Strategies:** Ensure consistency in educational practices and strategic developments.
- **Liaise with Trustees and Governors:** Work closely with the governing bodies to align the schools' goals with the Trust's objectives.

### FINANCIAL MANAGEMENT

- **Budget Management:** Oversee the financial planning and allocation of resources across all schools.
- **Contract Coordination:** Liaise with the Trust financial leadership team to manage and consolidate contracts to achieve cost efficiencies.

### MENTORING AND TRAINING

- **Mentor School Leaders:** Provide guidance and support to senior leaders to enhance their effectiveness.
- **Staff Development:** Organise and oversee the professional development of staff, ensuring continuous improvement.
- **Performance Management:** Set goals and assess the performance of senior staff.

### OPERATIONAL OVERSIGHT

- **Quality Assurance:** Monitor and evaluate the educational standards and outcomes across all schools.
- **Curriculum Development:** Lead the development and implementation of a cohesive curriculum strategy.
- **Crisis Management:** Address and resolve any major issues or challenges facing their allocated schools.
- **Staff Retention and Workforce Planning:** Ensuring that senior leaders continue to drive the Trust's reputation as an employer of choice. Maintain a positive workplace culture. Work closely with senior leaders to ensure employee relations are managed effectively and turnover minimised.

## COMMUNITY AND PARTNERSHIP BUILDING

- **Stakeholder Engagement:** Build strong relationships with parents, the community, and external partners.
- **Collaboration:** Promote collaboration to share best practices and resources.
- **Representation:** Act as the face of the schools, representing them at local, regional, and national levels.

## TEACHING AND LEARNING

- **Educational Excellence:** Ensure high standards of teaching and learning are maintained and align with the Trust's educational targets.
- **Assessment and Monitoring:** Implement effective assessment procedures and monitor student progress.

## SCHOOL IMPROVEMENT

- **School Turnaround:** If necessary, lead initiatives to improve underperforming schools, focusing on teaching quality and management.
- **Innovation:** Create, implement and encourage innovative approaches to education and school management.

## GENERAL

- To promote and support AE's culture of 'courageous, innovative, excellent' and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust HR Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.

- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.
- Contribute to the wider life of the Trust, its schools and its community through out of hours and partnership work.

### **ADDITIONAL INFORMATION**

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

Signed: ..... Date: .....

Post Holder

One copy to be retained by member of staff and one kept on the employee's file.

Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.