

## Job Description and Person Specification

<b>Job Title:</b>	Principal (HT)
<b>Provision:</b>	CONNEX
<b>Job Family:</b>	Senior Leadership Team (SLT)
<b>Line Manager:</b>	Central Education Team
<b>Salary Band:</b>	Leadership
<b>Annex 1:</b>	Please ensure you refer to Annex 1 with this job description

With support from the Education Team, Executive Leadership Team (ELT), the Principal will have strategic and operational responsibility for the leadership, organisation, management and conduct of the provision.

Connex is a specialist alternative provision offering a supportive and nurturing environment for children and young people from Reception to Year 11, with a range of needs which prevent them from successfully engaging in or attending provision or other educational settings.

The duties outlined are in addition to the ones stated in the latest School Teachers' Pay and Conditions Document that you will automatically be required to meet. The duties may change to match the individual skills and expertise of the person appointed. Accountable to Principals standards.

### Principal Purpose of the Role

The core purpose of the Principal is to provide professional leadership and management for the alternative provision. This will promote a secure foundation from which to achieve high standards in all areas of the provisions work.

The Principal will:

- Successfully lead and develop CONNEX and ensure that it meets the needs of the pupils who have a diverse range of SEND.
- Effectively manage teaching and learning.
- Promote excellence, equality, and high expectation for all pupils
- Provide vision, leadership, inspiration, and direction
- Be the lead professional for safeguarding and child protection
- Evaluate provision performance and identify priorities for continuous improvement
- Deploy resources effectively to achieve the provision's aims
- Carry out day-to-day management, organisation, and administration
- Secure the commitment of the wider community by maintaining and developing active partnerships
- Create a safe and productive learning environment which is engaging and fulfilling for all pupils
- Work effectively with the provision's Local Management Committee
- Work collaboratively with Central Services colleagues (including finance, operations and people teams) to ensure and assure trust wide systems processes are implemented.
- Provide visible leadership to the whole so that staff feel motivated, supported and empowered to focus on the things that really matter.

## **To shape the future**

The Principal will work with the education team, Local Management Committee and others to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the provision communities and to develop the ethos of the provisions linked to its core aims and values.

The Principal will:

- Think strategically, build and communicate a coherent vision in a range of compelling ways
- Inspire, challenge, motivate and empower others to carry the vision forward
- Model the values and vision of the trust.

## **To lead teaching and learning**

The Principal will take responsibility for raising the quality of teaching and learning and for pupils' achievements within a successful learning culture.

The Principal will:

- Demonstrate personal enthusiasm for, and commitment to, the learning process.
- Demonstrate the principles and practice of effective teaching and learning.
- Access, analyse and interpret information.
- Initiate and support research and debate about effective teaching and learning and develop relevant strategies for performance improvement.
- Acknowledge excellence and challenge poor performance across the provisions

## **To develop self and work with others**

The Principal will develop relationships and communication which underpin a professional learning community that enables everyone in the provisions to achieve.

The Principal will:

- Foster an open, fair, equitable culture and manage conflict.
- Develop, empower, and sustain individuals and teams.
- Enable staff to manage their workload to achieve an appropriate work-life balance.
- Collaborate and network with others within and beyond the provisions and trust.
- Challenge, influence and motivate others to attain high goals.
- Give and receive effective feedback and act to improve personal performance.
- Accept support from others including colleagues, Trust, and the Local Authority partners.

## **To manage the organisation**

The Principal will provide effective organisation and management of the provision and seek ways of improving organisational structures and functions based on rigorous self-evaluation. Through effective collaboration with others, he or she will ensure that the provisions and the people and resources within it are organised and managed to provide an efficient, effective, and safe learning environment for pupils, staff and members of the provision communities. This includes adhering to safe employment procedures which place the safety of children and young people at the heart of all practices.

The Principal will:

- Establish and sustain appropriate structures and systems.
- Manage the provisions efficiently and effectively on a day-to-day basis.
- Delegate management tasks and monitor their implementation.
- Prioritise, plan, and organise his/her own work and that of others when appropriate.
- Make professional, managerial, and organisational decisions based on informed judgements.
- Think creatively to anticipate and solve problems.

- Ensure a culture of effective safeguarding is prioritised.
- Work effectively with wider Brunel teams and take accountability for areas of compliance, people services and financial management as delegated by the Brunel Executive Leadership Team.

### **To secure accountability**

The Principal is to the Trust, its environment and all its work. The Principal must also fulfil wider accountabilities in relation to pupils, parents, carers, the Trust, the Local Authority partners, and other relevant groups.

The Principal will:

- Demonstrate awareness of national policy direction and anticipate educational trends.
- Engage the provision communities in systematic and rigorous self-evaluation of the work of the provisions and work closely with the local management committee to ensure that effective self-evaluation informs provision improvement priorities.
- Collect and use a rich set of data to understand the strengths and weaknesses of the provisions
- To actively monitor and respond to SEND initiatives at national, regional and local levels, identifying opportunities to expand the provision's and following these through to fruition.
- Ensure the is following Brunel's Health & Safety policy and has effective arrangements in place for managing real Health & Safety risks.
- Make sure employees understand their responsibilities and know how to access support and advice to help them manage risks responsibly
- Maintain effective communications with all parties, internally and externally to Brunel regarding risks.
- Make sure employees have the appropriate training and competencies to deal with risks in their areas of responsibility.
- Work with the Head of Finance and Finance Manager in developing and producing a balance budget.
- Ensure sound financial acumen by regularly monitoring budgets.
- Work collaboratively with the People and Resourcing functions to ensure all positions are recruited too and each individual is delivering in their roles

### **To strengthen community**

The Principal will engage with the internal and external provision communities to secure equity entitlement. This includes collaborating with other provisions and with parents and carers and other agencies for the well-being of all children and developing extended services to meet the needs of the community.

The Principal will:

- Recognise and take account of the richness and diversity of the provision communities.
- Engage in a dialogue which builds partnerships and community consensus on values, beliefs, and shared responsibilities.
- Listen to, reflect, and act on community feedback.
- Build and maintain effective relationships with parents, carers, partners, and the community that enhance the education of all pupils.

### **Specific CONNEX Provision responsibilities**

- Ensure that CONNEX delivers on all KPI's and metrics laid out in its contractual arrangements with local authorities and partner schools.
- Lead the ongoing review of CONNEX pupil funding, ensuring financial stability.
- Ensure CONNEX is compliant with the independent school's standards.

Tasks/duties	Essential skills	Desirable skills
Qualifications and Training	<ul style="list-style-type: none"> <li>• Qualified Teacher Status with a successful NQT year completed.</li> <li>• Degree or equivalent qualification.</li> <li>• Evidence of continuing professional development.</li> <li>• National Professional Qualification of Headship or working towards completion</li> </ul>	<ul style="list-style-type: none"> <li>• Specialist SEN qualifications</li> <li>• Independent school standards training.</li> </ul>
Knowledge and Experience	<ul style="list-style-type: none"> <li>• Significant recent and relevant experience as a substantive HT, Deputy or Assistant Principal within an alternative provision or specialist provision.</li> <li>• Experience of commissioning and working with local authorities, schools &amp; other AP's to support mainstream inclusion.</li> <li>• Able to demonstrate successful/effective leadership in a provision and leading whole provision improvement.</li> <li>• Experience in provision self-evaluation and development planning. Understanding and experience of the importance of critical self-evaluation to improve outcomes.</li> <li>• Evidence of managing, planning and organising major curriculum areas and driving innovations in teaching and learning.</li> <li>• Knowledge of the SEND Code of Practice: 0-25 Years and other relevant legislation.</li> <li>• Knowledge and understanding of Keeping Children Safe in Education 2024 and Working Together to Safeguard Children 2023</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and experience of independent school standards.</li> <li>• Recent L3 Safeguarding training.</li> <li>• Experience of leading within an organisation that has a SEMH/EBSA cohort of pupils.</li> <li>• An understanding of the range of and co-morbidity of special educational needs.</li> <li>• Experience of financial management leadership in a provision</li> <li>• Experience of leading and working alongside a multi-disciplinary/therapeutic team.</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• Clear vision and leadership skills: ability to lead and manage people as individuals and to develop the common goals of a team. Able to challenge, motivate and inspire others.</li> <li>• Able to think analytically and creatively and demonstrate initiative in solving problems.</li> <li>• Ability to think and plan strategically and to respond flexibly to change.</li> <li>• Ability to organise work, prioritise tasks, make decisions and manage time effectively, recognising the importance of work/life balance</li> <li>• Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to pupils.</li> <li>• Outstanding inter-personal relationships including the ability to manage and resolve conflict.</li> </ul>	