



Job Description

Job Title	Executive Principal
Salary Scale	Leadership Scale 24-29
Responsible to	Board of Directors
Location:	Holy Cross and St Joseph's Catholic Primary Schools

The job description has generic key responsibilities and will be reviewed upon appointment; the final version will reflect the strengths, skills, and knowledge of the successful applicant, alongside those of the wider Senior Leadership Team in the schools.

Duties may be modified by the Catholic Senior Executive Leader (CSEL) in consultation with the post holder to reflect or anticipate changes in the job.

Core Purpose

The Executive Principal is a lead professional and significant role model within their wide sphere of influence both in St John Paul II Multi Academy and beyond. They will proactively promote and demonstrate St John Paul II Multi Academy's vision and Catholic values respecting cultural diversity within contemporary Britain. The values and ambitions they display will help determine the achievement of schools and their pupils, as well as ensuring high expectations and aspirations are promoted for all – staff, students, governors and communities.

The Executive Principal is accountable for ensuring the educational success of schools in their jurisdiction and aligned the overall framework of the evolving St John Paul II Multi Academy approach to school improvement, as well as the individual schools' strategic plans. They are responsible for providing support and challenge to each schools' Senior Leadership Teams and Local Governing Body across all aspects of their work. They should create a culture of constant improvement and be an inspirational leader, committed to the highest achievement for all across the schools they lead. The Executive Principal will have line management responsibilities for the Head of School and/or Senior Leaders working closely with the Local Governing Bodies and Board of Directors.

Please note that where 'schools' are referred to within the job description, this will relate to the schools under the remit of the Executive Principal as agreed with the Board of Directors.

Strategic Leadership

- Professional Leadership and strategic direction to ensure successful delivery of the vision, ethos, aims and objectives of the schools and of St John Paul II Multi Academy.
- Gain commitment to the need for improvement, creating an environment of high expectations, creativity and aspiration.
- Work with Head of School and/or Senior Leaders and the Local Governing Body, and under the guidance of the Board of Directors, develop the shared vision and strategic plan for the schools, which is responsive to the communities they serve. At the core of this should be the educational and personal development of the pupils in line with the Catholic ethos and values of St John Paul II Multi Academy.
- Ensure strategic plans identify targets to enable all pupils to achieve high standards and make progress, increasing teachers' effectiveness and securing rapid school improvement.



- Critically evaluate each school's performance and ensure performance targets are achieved including those in vulnerable groups.
- Ensure the appropriate balance of challenge and support is provided for Heads of School and/or Senior Leaders.
- Work with political and financial astuteness to plan for the future needs and further development of the schools within the national context.
- Establish collaborative and open relationships with all stakeholders and particularly Local Governing Bodies.
- In conjunction with the Head of School and/or Senior Leaders, secure the commitment of the vision and direction of the schools and St John Paul II Multi Academy's vision with parents and the wider community.
- Ensure regular and open communication with the Board of Directors to meet their responsibilities.

High quality Learning and Teaching

- Ensure schools engage children through creating effective, interesting and relevant teaching and learning with well-qualified and creative teachers and support staff.
- Secure and sustain effective, high quality teaching and learning by ensuring each Head of School and/or Senior Leaders have in place sound strategies for monitoring and evaluating the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for rapid improvement of all children including those in vulnerable groups.
- Support the agreement of a curriculum policy with the Local Governing Bodies and individual school Senior Leaders to meet statutory and pupil requirements that meet St John Paul II Multi Academy's aims and local needs.
- Ensure that robust assessment data analysis is used to set challenging targets.
- Through robust and effective monitoring and evaluation, identify and act on areas of improvement in relation to the curriculum and assessment.
- Ensure that a high quality educational experience is available for all children (whole-person as well as academic).
- Promote excellence in spiritual, moral, social and cultural education and development for all children.
- Working with the Head of School and/or Senior Leaders to ensure effective practice is embedded in line with requirements of Section 48 inspections.
- Ensure that effective and appropriate pastoral support is available to children in the schools.
- Develop an inclusive and supportive approach so that each school is a place where all children and the wider school community feel welcome.
- Secure approaches to behaviour that are based on the best restorative practices.

Systems and process

- Ensure St John Paul II Multi Academy's and schools' priorities are consistently and effectively implemented and the impact is monitored for pupil progression, attainment and achievement.
- Secure robust school self-evaluation and quality assurance procedures.
- Work with the Head of School and/or Senior Leaders and Local Governing Body, advise St John Paul II Multi Academy Board of Directors on the formulation of the annual budget in order that the schools secure their objectives.
- Ensure regular monitoring of the budget and the oversight of the use of resources in order to enable each school meets its objectives.
- Work with the Head of School and/or Senior Leaders to recruit and retain staff of the highest quality.



- Develop a culture of personal responsibility that recognises both excellence and supports appropriate strategies to deal with any performance issues in accordance with Multi Academy's Appraisal and Capability policies and procedures.
- Ensure that each Academy Head of School and/or Senior Leaders have clearly defined responsibilities and accountabilities in place for all staff.
- Oversee the implementation of St John Paul II Multi Academy's policies and procedures ensuring consistent application and monitoring for impact.
- Ensure agreed effective reporting mechanisms are in place for each school's Local Governing Body and for the Board of Directors.
- Work with St John Paul II Multi Academy colleagues, Heads of School and/or Senior Leaders, Central Managers to maximise the level of external funding that is attracted to support each school's development.

The self-improving school system

- Treat everyone within each school fairly and equitably demonstrating St John Paul II Multi Academy's core values such as respect, forgiveness, justice and humility.
- Motivate and enable all staff to carry out their respective roles to the highest standard, through high quality Continuing Professional Development based on assessment of needs identified through the appraisal process.
- Develop leadership capacity at all levels through coaching and other appropriate channels.
- Support each school to establish strong Middle Leadership roles within a distributed leadership structure.
- Ensure staff across St John Paul II Multi Academy schools have opportunities for career development and to develop processes to grow our internal talent.
- Maximise the opportunities presented through the Committees for sharing of best practice.
- Keep abreast of educational developments and best management practice in order to introduce appropriate innovation.
- Develop strong, positive relationships with colleagues in St John Paul II Multi Academy.
- Contribute to collaborative work across schools and support other staff in participating in St John Paul II Multi Academy work.
- Participate in St John Paul II Multi Academy's wide activities in order to share best practice and contribute to the development of strategies and policies.
- Promote the schools and the St John Paul II Multi Academy in a local and national context.
- Provide advisory support to other schools/academies outside the defined region as required.

Person Specification

Experience and Knowledge	Essential / desirable
Knowledge of high quality Catholic school provision	E
Working in Catholic schools	D
Significant Principal experience with evidence of securing rapid and sustained improvement in their own school.	D
Significant experience as a senior education professional with a demonstrable track record of impact on improving and sustaining school standards.	E
Experience of, and proven success with, school improvement strategies working with other school leadership teams	E
Recent experience of Ofsted inspection system & framework	E
Experience of delivering or facilitating leadership and other staff development programmes	E
Experience of quality assuring school self-evaluation and improvement activities	E
Experience of developing school governance and promoting effective challenge and support	E
Experience of HR and staff management	E
Experience of leading performance management and successfully addressing underperformance	E
Experience of promoting and leading school strategic partnerships	E
Knowledge of high quality Catholic school provision	D
Experience of media relationships	D
Up to date knowledge of education policy, pedagogy, inspection findings and statutory requirements	E
Knowledge or experience of academy conversion processes	D
Experience of dealing with Local Authority Education (Children's Services) teams and systems	E
Experience of liaising with HM Government Dept for Education officials	D
Qualifications and training	
Graduate with Qualified Teacher Status	E
Achieved or working towards NPQH or NPQEL	D
Evidence of a commitment to on-going learning and professional development	E

Personal Attributes and Skills	Essential / desirable
A practising member of a Catholic community	E
Present self as highly professional, setting high expectations for all and leading by example with integrity, creativity, resilience and clarity	E
Commitment to collaborative ways of working	E
Ability to generate and deliver collective vision and shared purpose	E
Excellent organisational skills	E
Able to manipulate and analyse school performance data	E
An enthusiasm and commitment to leadership aimed at making a positive difference to children and young people and raising standards	E

Able to work under pressure to meet targets and deadlines	E
Commitment to providing a high quality service to St John Paul II Multi Academy schools and stakeholders.	E
Be adaptive and responsive to change	E
Confidence and competence in public speaking and in delivering presentations	E
Able to influence effectively at all levels of an organisation	E

Special requirements	Essential / desirable
Supportive of the principles of the academies programme and of the Diocese's involvement within this.	E
Sympathetic to the aims, values, ethos and distinctiveness of Catholic schools and academies	E
Full driving licence and use of car	E
Able to travel across the Diocese and beyond to carry out duties	E