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|  | **Job Description** |

School: Bradstow School

Post Held: Principal

To Whom Responsible: Governing Board

Aim of the Post

To provide the inspirational professional vision and leadership for the school community which secures its sustainability, success and improvement, ensuring high quality educational and care outcomes for all its young people.

The Principal is accountable for all education and care provision, and for all professional services required to support the learning and care of the complex needs of the young people with placements at Bradstow.

The Principal will work with staff, governors, parents/carers, Local Authority networks and build on the strong foundations to maintain and further improve all aspects of the school’s provision.

The professional duties of the Principal are contained in the School Teacher’s Pay and Conditions Document, and the key areas of Headship are contained in the DfE National Standards for Head teachers.

The Principal is responsible for the internal organisation, management and control of the Bradstow community. This includes the five Children’s Homes on site.

The successful candidate will be able to lead a skilled and enthusiastic Senior Leadership Team, responsible individually for Finance; Education; Care; Safeguarding; Human Resources; Premises. They would lead a multi-disciplinary team of around 250 staff including education, care, therapy and support staff.

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers’ Pay and Conditions Document, which should be read in conjunction with this document. This job description is based on the Headteachers' Standards 2020.

**Leadership & Management**

* Uphold the school’s mission statement and vision and sustain the strategic direction in partnership with Governors and the school community.
* Lead by example, providing an ambitious vision and clear direction to secure the strong and passionate commitment of staff, parents and carers, and young people.
* Ensure that all staff have access to high quality professional development opportunities.
* Lead, motivate, support, challenge and develop all staff.
* Ensure that Senior leaders in education, care and business teams have access to professional development opportunities including nationally recognised career development programmes to build capacity and support succession planning.
* Create a culture of high expectations where staff understand their professional responsibilities and are held to account.
* Establish and maintain effective working relationships with organisations representing teachers and other persons of school staff.
* Sustain a culture in which everyone is valued maintaining an open-door policy for adults and young people.
* Ensure the policies of the school and residential care are implemented consistently and effectively and in line with statutory requirements.
* To provide direction in decisions and management of student admissions within the residential homes and school.

**Curriculum**

* Determine and ensure a broad and balanced curriculum for the school, having regard to the needs, experiences, interests, aspirations, aptitudes and stage of development of the young people. Ensure that meaningful experiences are reinforced and shared between school and residential settings positively.
* Ensure that all aspects of education and care learning experiences are monitored and evaluated in a robust, cyclical manner. Maintain and act on a record of self-evaluation areas for improvement, and of progress made, informing governors and Local Authority Partners.
* Evaluate the standards of teaching and learning in the school and ensure that proper standards of professional performance are established, monitored and maintained.
* Ensure effective curriculum leadership through developing the knowledge and skills of subject leaders with professional development and networks.

**Pupil Progress**

* Ensure pupils have access to a curriculum that is sequenced to the knowledge and skills they need for the next stages of their lives and appropriate assessment informs subsequent plans.

**Residential Care**

* Ensure children receive a high standard of care, consistent with their needs and informed by the important people in their lives.
* Ensure homes operate in accordance with legislation, central government guidance, regulations and standards.
* Provide effective leadership, management support and guidance to the Responsible Individual (Head of Care) and Registered Manager in the development of the Children’s Homes.
* Ensure that all young people receive appropriate medical, dental and other ancillary care in line with their plans.
* Develop and ensure robust quality assurance processes for the residential provision, that include the voices of children and their families.

**Performance Management and Professional Development**

* Provide oversight of the arrangements for the appraisal of the performance of all staff across the organisation.
* Participate in arrangements made for the appraisal of his/her performance as Principal.
* Participate in performance of other staff who are the responsibility of the same appraising body in accordance with such regulations.
* Participate in the identification of areas in which s/he would benefit from further training and undergoing such training.
* Hold leaders to account for the compliance with standards for induction, supervision and recommendation for teachers as part of the Early Career Framework. Ensure compliance with the training standards for newly appointed care staff.

**Inclusion**

* Promote equality and inclusion in all aspects of the Bradstow Community within the context of the organisation’s unique Vision Statement.
* Ensure that the requirements of the SEND Code of Practice are met.
* Develop equality and diversity measures to meet aims and objectives of the school.

**Behaviour**

* Ensure communication and implementation of the Positive Behaviour Support approaches are known and implemented consistently and effectively within the school and children’s homes This includes when the young people are engaged in authorised school activities, on the school premises or in the wider community.

**Relationships with parents and carers**

* Ensure parents and carers have regular information and effective communication about the school curriculum and care activities, the progress of their children whilst at school and in the children’s homes, and any incidents involving their children.
* Create and maintain an effective and positive partnership with all parents and carers to support and improve the achievement and personal development of all the young people in our Bradstow community.

**Resources**

With the Director of Finance and governors:

* review and address the financial operations and delegated management of the school budget, currently (July 2024) in excess of £11m.
* optimise the use of financial and other resources to deliver and enhance services in line with the agreements with placing authorities, delivering value for money.
* adhere to financial regulations and practices as determined by the Local Authority.
* ensure the financial budget and staffing structure is aligned to the strategic objectives contained in the school improvement plan.
* support the securing of additional funds to enable the school to achieve its goals and objectives. This will include statutory and charitable funding.

**Premises**

* Ensure arrangements for the security, health and safety, maintenance, development and effective supervision of the school buildings and their contents, and of the school grounds, are in place and effective. Ensure (if so required) that any lack of maintenance is promptly reported to the maintaining authority or, if appropriate, the Governing Body.
* Develop plans and realise the full potential of the school site and facilities for the benefit of the young people.
* Ensure the environment for the site is maintained to a high standard that staff, parents and young people are proud of with effective environmental and housekeeping regimes.

**Relations with the Governing Board**

* Ensure that the Governing Board is able to function strategically by providing them with robust, timely and objective evidence of all aspects of the school’s performance and the quality of residential care provision.
* Advise and assist the Governing Board of the school in the exercise of their functions (without prejudice to any rights s/he may have as a governor of the school).
* Advise the Governing Board on the adoption of effective procedures to deal with staff discipline and keep the Governing Board informed of the general operation of such procedures and actions taken by the organisation.
* Prioritise sustaining a robust safeguarding culture within governing body statutory roles and responsibility.
* Report to the Governing Board on the professional development and wellbeing of all staff at the school.

**Relations with the Local Authority**

* Ensure effective liaison and co-operation with the officers of the maintaining authority.
* Ensure effective working relationships with other placing authorities.

**Relations with other educational establishments and external partners**

* Ensure effective liaison with other schools and education establishments with which the school has a relationship.
* Develop effective relationships with fellow professionals and colleagues in other public services particularly Health & Social Care, to improve academic and social outcomes for all young people.
* Work in partnership with and influence multi-agency groups and projects to deliver services and initiatives for the school.
* Ensure that effective personal networks with particular agencies, suppliers and contractors etc. are established to maintain continuity and quality of services.
* Maintain our commitment as a school to:  
  + the creative and performing arts;
  + community cohesion and working with the wider community to promote inclusion;
  + large scale events in collaboration with the wider community and other mainstream and special schools.

**Absence**

* Arrange for an appropriate and capable leader to assume responsibility for the functions of the Principal at any time when s/he is absent from the school.

**Safeguarding**

* Fully understand the current legal requirements, local and national policies and guidance on Safeguarding and the promotion of the wellbeing of children and young people and ensure that all requirements are met in full including KCSIE, Working Together to Safeguard Children, the Quality Standards for Children’s Homes.
* Enforce safeguarding training and ensure staff members follow the necessary policies and procedures. To ensure training is updated to meet any new government policies.
* Line management of the Designated Safeguarding Leads.

**Health and Safety**

* Overall responsibility for the health and safety of all young people, staff, parents/carers and visitors.
* Ensure compliance with all health & safety regulations to required governance and checks are effective.

*This job description may be amended at any time after discussion with the postholder*