

Role Profile			
Role	Principal	School	Sa Porrassa
Direct Reports	Senior Leadership Team members	Reporting To	Governing Board
<b>Role Purpose</b>			
To lead and manage the delivery of outstanding educational provision, ensuring continual improvement in student attainment and the overall success of the school in line with the direction and commercial expectations of the Governing Board.			
<b>Key Accountabilities</b>			
<p><b>1. Promote excellent teaching and learning which delivers outstanding outcomes for students</b></p> <ul style="list-style-type: none"> <li>• Create an environment which promotes excellent teaching, effective learning, and high standards of achievement and behaviour</li> <li>• Ensure that the school environment is safe, calm, and well-ordered for staff and pupils alike, with focus on safeguarding pupils, and developing exemplary behaviour within the school and wider community</li> <li>• Provide challenge, feedback and guidance, both directly and indirectly to sustain and maintain teaching and learning standards</li> <li>• Ensure relevant policies, procedures and systems are in place to support teaching and learning, and these are fit for purpose. High standards and expectations should pervade across all policies to ensure standards are embedded, implemented, and maintained</li> <li>• Lead the establishment of a fulfilling curriculum, timetabling, and extra-curricular programme, which supports the vision and mission of the School</li> <li>• Monitor and evaluate quality of teaching and learning, pupil outcomes and progression, to improve student achievement</li> <li>• Use assessment data to drive standards, and an analytical understanding of how pupils learn to inform successful classroom practice, curriculum design and maximum attainment for pupils</li> <li>• Establish a culture of openness, ideas sharing, and data analysis, to ensure best practice is shared, relevant research is considered, and data is analysed to realise ongoing improvements</li> <li>• Ensure a working ethos across the school where staff are motivated and supported to develop their own skills and subject knowledge, to support themselves and each other</li> <li>• Work with the Group Head of IT to promote the virtual learning environment and other technologies, which enhance Teaching and Learning</li> <li>• Ensure effective management of staffing levels which meet the needs of the curriculum and students, identifying and recommending future recruitment needs, and the implementation of timely and effective recruitment and induction of new colleagues into the school.</li> <li>• Work with Orbital Education and other schools within the Group to implement group wide initiatives, in assessment, education technology, curriculum, and professional development, in support of school and Group goals</li> </ul> <p><b>2. Provide an efficient and effective operational environment</b></p> <ul style="list-style-type: none"> <li>• Ensure robust systems and processes are put in place and developed, which are efficient, fit for purpose, and deliver high performance</li> <li>• Set stretching targets and expectations for all senior leaders and ensure this is replicated to department heads, though accurate and timely performance management/appraisal processes</li> <li>• Hold all staff to account for their professional conduct, performance, and practice, ensuring fair and transparent systems and measures are put in place, which address conduct or performance concerns and value excellence</li> <li>• Distribute leadership throughout the school, ensuring senior colleagues have distinct roles and responsibilities and hold each other to account for their decision making</li> <li>• Ensure that resourcing levels are appropriate to drive quality outcomes and deliver value for money, without compromising outcomes for pupils</li> <li>• Ensure regular engagement with parents and the wider community, maintaining effective partnerships with parents, key stakeholders and the wider community, ensuring all communication platforms are utilised</li> </ul>			

- Welcome strong governance, supporting and working with the Regional Head of Schools and the governing board on all aspects of governance
- Assure the integrity of student management information systems, and accurate, robust, and meaningful reporting to the Board in respect of all school resources
- Provide key and consistent metrics, and analysis, which provides insights, opportunities, and suggested actions to drive quality and growth
- Ensure all license, leases, contracts, including contracts of employment, filing of accounts, and other legal requirements for the School are up to date at all times and fully compliant with local regulations and best practice

### **3. Seek continually to improve and aspire for excellence**

- Develop and manage the School Development Plan setting defined and measurable targets for improvement and growth, ensuring the implementation and operationalisation of the plan across the school site, with all actions and outcomes owned and actioned
- Engage the School community in the systematic self-evaluation of the work of the school to inform School improvement priorities, in the context of Orbital Education Group policy on external accreditation
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability
- Develop effective relationships with fellow professionals and colleagues in other schools and services, to understand best practice, and improve academic and pupil outcomes
- Lead clear succession planning by identifying emerging talents and potential and making recommendations for succession and development, coaching current and aspiring leaders to value excellence and realise their potential
- Ensure that training, CPD and development requirements are met which drive value for all and develop all key roles, identifying and nurturing future talent to reach their potential

### **4. Maintain an appropriate level commercial responsibility**

- Contribute towards budget creation, working with the Group Chief Financial Officer to prioritise and plan the allocation of resources in an agreed annual Budget
- Deliver financial outcomes in line with budget Key Performance Indicators, ensuring the school is managed in line with allocated budget and future spend is forecasted
- Work collaboratively with the Group Head of Marketing and Admissions and local marketing resource to develop and implement a School Marketing Strategy to grow enquiries and enrolments and promote retention
- Engage the local community, maintain relationships and leverage over own networks through effective communication and promotion of the school and group
- Identify target markets and key stakeholders within the local community, ensuring that relationships are created and maintained
- Identify, recommend and maximise opportunities to promote which develop the school brand and reputation, and reputation of the wider group
- Operate appropriate financial control processes and procedures in line with the Delegation of Authorities Manual, in order to manage resources efficiently and effectively and deliver financial outcomes in line with budget KPIs
- Oversee a system of robust and accurate financial controls, ensuring the pursuit of activities that align with commercial expectations without compromising on quality

### **5. Ensure the highest levels of Safeguarding, Safer Recruitment and Child Protection are adhered to**

- Ensure compliance with Orbital Education's safeguarding policy, ensuring compliance with all relevant background checks
- Ensure all policies and procedures in relation to Safeguarding and Safer Recruitment are fully implemented and followed by all staff, that these principles are embedded within other areas of policy and practice across the school
- Monitor and ensure quality assurance across all sites in respect of reporting, documentation, compliance, Health and Safety, curriculum, whistleblowing etc

- Discharge the responsibilities of Designated Lead in Child Protection. Manage, investigate, and oversee all allegations and complaints, providing decision making or escalating issues to relevant authorities as appropriate

## Person Specification

### Skills, Knowledge, and Experience

#### Essential

- UK Qualified Teacher Status, degree educated (or equivalent)
- Experience as a Senior School Leader (3-5 years) in a school delivering the English National Curriculum
- Experience of understanding marketing strategies for school promotion and pupil recruitment
- Relevant and up to date experience of developing and delivering a curriculum for pupils of all ages, based upon the English NC
- Experienced in promoting and delivering excellence and outstanding outcomes in teaching and learning, developing and implementing a school development plan to achieve measurable improvement
- Experience of developing and implementing a School Development plan, demonstrating measurable improvement
- Computer literate and able to use a range of Windows Office applications, including basic spreadsheet skills
- Understanding of basic financial and marketing concepts, with knowledge of HR process and best practice
- Safeguarding and Safer Recruitment trained

#### Desirable

- Experience as a Senior School Leader in a British International School (3-5 years), understanding the complexities of International Schools
- NPQH or other recognised advanced education leadership qualification
- Commercial education experience in a corporate environment
- Experience in working with external accreditation

### Competencies

- **Articulate and a Strong Communicator:** Holds and articulates clear values and moral purpose, focused on providing a world class education for the pupils they serve. Able to compellingly communicate with others both in writing and in person, to communicate the school's vision, drive strategic leadership, and empower all pupils and staff to excel
- **Strong Leader:** Able to build and maintain a range of internal and external stakeholder relationships to obtain buy-in and which develop the brand of the school and Group
- **Accountable and Leads by Example:** Takes ownership and responsibility for own decisions, delegating responsibility, empowering others to achieve and holding them to account. Delivers difficult messages in an open, honest, and transparent way, acting with integrity, resilience and clarity. Takes accountability for own training / development and the development of others
- **Commercially astute:** Strong commercial awareness in an educational setting, able to demonstrate financial awareness as set out in Orbital Education's Group Governance Policy. Results focused, able to deliver against set budgets and assess and plan resource needs and translating policy into the school's context
- **Manages Risk:** Ability to assess areas of highest risk and build plans to address, which challenge the status quo
- **Analytical and creative:** Able to draw on their own expertise and skills, and that of those around them, with strong decision-making skills and critical thinking and an ability to make robust risk and evidenced based decisions
- **Adaptable:** Able to operate in a highly diverse cultural environment, adapting to new environments, different cultures and mindsets, exhibiting a range of practices, assumptions and beliefs
- **Resilient:** Demonstrates resilience in response to challenge, proactively seeking improvement to find sustainable solutions