

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Principal
<b>ACCOUNTABLE TO:</b>	Trustees
<b>RESPONSIBLE FOR:</b>	Line Managing all Harington Education, Training and Business Managers
<b>ACCOUNTABLE FOR:</b>	All the Education and Business functions of Harington

### **MAIN FUNCTIONS**

To strategically lead the Education, Skills and Business team of Harington to:

- ensure the quality of education is of a high standard and the wider aspects of provision, as identified by Ofsted, are continually developed to support the students in line with their special educational needs.
- maximise opportunities for students to develop independence, long term employment skills, and achieve successful progression
- ensure the effective management of the finances and business activities of Harington,
- ensure marketing and fundraising continue to support the growth and development of Harington
- To liaise, as required with all appropriate external agencies whose functions affect the work of Harington, and ensure all relevant returns are submitted in a timely manner.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **OVERALL STRATEGIC LEADERSHIP OF HARINGTON**

1. Take overall accountability for all aspects of Harington, in line with the identified mission, values, and business aims.
2. Ensure the mission, values and business aims of Harington are clearly identified, reviewed on a regular basis, and inform decision making, provision and practices for all those involved.
3. Work with the Trustees, in particular the Chair, to enable the Board to fulfil its governance function and ensure compliance with charity law. To ensure statutory and operational policies are in place, are effective, and are regularly reviewed.
4. Ensure strategic and business planning supports the ongoing development and growth of Harington and enables managers/leaders and Trustees to understand priorities.
5. Take lead responsibility for ensuring all staff, in line with an annual cycle of appraisal, are effectively performance managed through processes which promote accountability, responsibility, high standards of success and personal and professional growth.
6. To ensure a culture of high expectations and high performance that supports ongoing improvements in both leadership and practice, including the quality of teaching.
7. Have overall financial accountability for Harington, ensuring systems and processes, including reporting are efficient and effective.
8. Be responsible for HR policy, practice and compliance with employment law, and take overall responsibility for HR management. Work with the external HR provider and other managers in line with their management responsibilities.
9. Take overall responsibility for a Marketing and Fundraising Strategy.

## **STRATEGIC LEADERSHIP OF THE EDUCATION PROVISION**

1. Take overall responsibility for the effectiveness of the Education and Skills provision, including the quality of the curriculum and learning provision, teaching and learning, and learning outcomes.
2. Ensure the curriculum is sufficiently ambitious and that it reflects organisational intent, is effectively implemented and ensures progression in learning for all students, taking account of their SEND. Ensure that the overall impact of the curriculum is evidenced and evaluated.
3. Ensure that high quality, relevant and coherent learning programmes are developed and delivered for the students and that they enable students to develop their employability, living skills and/or personal and social skills.
4. Ensure the delivery of outstanding teaching and learning that supports students to reach their full potential.
5. Ensure that all educational managers effectively monitor the quality of teaching and learning across all curriculum areas, that judgements are moderated, and that prompt action is taken where teaching and learning are not yet good.
6. Take overall responsibility for the wider areas of the Education and Skills provision in line with the Ofsted Framework, including SEND, supporting relevant leaders and holding them to account in line with their specific responsibilities.
7. Ensure effective CPD is provided to support improvements in the curriculum, teaching and learning and the wider educational provision, including access to high quality leadership development opportunities in line with need.
8. Ensure appropriate and rigorous Quality Review systems are in place, linked to Ofsted requirements, and that these include moderated approaches, which ensure accurate and evidenced self-assessment across all areas. Ensure these effectively support evidence-based completion of the SAR, leading to informed strategic planning and target setting
9. Take overall responsibility for learning outcomes, ensuring Education and Skills targets are set and agreed with Trustees, and that progress in relation to these is monitored and tracked throughout the year, enabling areas of underachievement to be addressed in a timely way.
10. Have overall responsibility for ensuring appropriate staffing to deliver the Education and Skills provision, and for ensuring student timetabling arrangements and key worker/ support arrangements are in place, in line with Harington requirements and individual student needs.
11. To have overall responsibility for Harington being prepared for all external reviews, and in particular to ensure that Harington is appropriately prepared for Ofsted Inspections. . To act as the nominee for Ofsted.
12. To keep up-to-date with educational and other relevant developments, nationally and locally, which may impact on Harington.

## **DEVELOPMENT OF HIGH QUALITY LEADERS**

1. Assist the Trustees in accessing relevant support, advice, guidance and training, to ensure they effectively carry out their roles and hold Harington to account
2. Take overall responsibility for improving the quality of leadership across Harington, for both the Education and Skills, and the Business Team
3. Ensure that other managers with lead roles are clear about their responsibilities, including quality review, recording and reporting, and line management of co-ordinators and staff
4. Take responsibility for ensuring all managers are effectively line managed, and that there are clear expectations to ensure consistency and accountability

5. Ensure there is an ongoing programme of leadership development, including opportunities for coaching and other support.
6. Develop effective systems and structures, including set agendas, and a cycle of quality review, to enable both strategic and operational developments and effective communication.

#### **ACCOUNTABILITY FOR FINANCES AND BUSINESS**

1. To ensure the effective management of the finances and business operations of the organisation  
Including:
  - a. Ensuring that good systems of financial planning, control, monitoring and reporting are in place.
  - b. Ensuring that the commercial activities of the organisation, currently Harington Gardeners and two shops, operate effectively.
  - c. Securing continuing grant funding, and ensuring that the requirements of funders are properly met.
  - d. Maintaining and developing the marketing and fundraising activities of Harington.

#### **DESIGNATED SAFEGUARDING LEAD**

1. As the overall leader for Harington, to take responsibility for safeguarding policy and procedures, working with the Deputy Designated Safeguarding Lead. Extra training to DSL level will be given if required,
2. Ensure all trustees and staff access statutory, and other relevant training to enable them to carry out their roles and responsibilities.
3. Monitor and evaluate the effectiveness of Harington in safeguarding students.

#### **OTHER GENERAL DUTIES**

1. To support staff induction.
2. To support personal development of students, where required.
3. To provide cover for other managers as necessary.
4. Carry out other relevant leadership duties and responsibilities, as reasonably practicable, as identified by Trustees or through development of the role.

**Hours: 37.5 hours a week, including occasional weekend duties and attendance at occasional evening meetings, as required.**

**Leave: 28 days annual leave per year, which includes 3 fixed days during the Christmas break, rising to 33 days after 5 years' service. Annual leave must be taken during the student break weeks.**

<b>DIRECTOR OF EDUCATION, SKILLS AND BUSINESS PERSON SPECIFICATION</b>		
<b>Requirements</b>	<b>Essential/ Desirable</b>	<b>Assessment Method</b>
<b>Qualifications and Training</b>		
<ul style="list-style-type: none"> <li>Teaching Qualification (QTS or Post 16 Education)</li> <li>Senior Leadership - Education leadership qualification</li> <li>Evidence of recent engagement in leadership and/or education training.</li> <li>Degree level education or equivalent.</li> </ul>	E E E E	C C AF/I C/AF
<b>Knowledge and understanding</b>		
<ul style="list-style-type: none"> <li>Education Leadership skills, including strategic development and effective leadership of staff</li> <li>High level understanding and detailed knowledge of the Ofsted Framework and Inspection requirements</li> <li>Understanding of what outstanding teaching looks like and strategies to achieve this</li> <li>Good understanding of the cycle of improvement and Quality Review systems and processes</li> <li>Understanding of SEND and strategies to support improvements in learning, and independence</li> <li>Understanding of safeguarding requirements</li> <li>Understanding of the role of the Designated Safeguarding Lead</li> <li>Understanding of HR management</li> <li>Understanding of GDPR requirements</li> <li>Understanding of Equality Duty.</li> </ul>	E E E E E E D D D E	AF/I AF/I AF/I AF/I AF/I AF/I AF/I I AF/I AF/I
<b>Experience</b>		
<ul style="list-style-type: none"> <li>Proven success as an Educational Leader at senior leadership level</li> <li>Educational leadership experience of a small organisation</li> <li>Educational leadership experience of post 16/ young adults</li> <li>Experience in working with students with SEND, either within a SEND or mainstream provision</li> <li>Experience in leading improvements in the curriculum and/or teaching and learning</li> <li>Experience of financial management, including budget responsibility, ideally in an organisation of similar size and complexity</li> <li>Experience as a Designated or Deputy Designated safeguarding lead</li> <li>Experience in supporting safeguarding developments</li> <li>Experience in managing a range of HR matters</li> <li>Experience in business management and planning, including development of systems and processes</li> </ul>	E D D E E E/D D D D D	AF AF AF AF AF/I AF/I AF/I AF/I AF/I AF/I

<ul style="list-style-type: none"> <li>• Experience in developing a marketing strategy or engaging in marketing development activities</li> </ul>	D	AF/I
<b>Skills</b>		
<ul style="list-style-type: none"> <li>• Highly effective communicator both verbally and in writing</li> </ul>	E	AF/I
<ul style="list-style-type: none"> <li>• Range of ICT skills. Comfortable and confident with a range of programmes and quick to learn new ones.</li> </ul>	E	AF/I
<ul style="list-style-type: none"> <li>• Analytical skills</li> </ul>	E	AF/I
<ul style="list-style-type: none"> <li>• Strategic thinker</li> </ul>	E	AF/I
<ul style="list-style-type: none"> <li>• Effective time manager and able to prioritise work appropriately</li> </ul>	E	AF/I
<ul style="list-style-type: none"> <li>• Self-Starter</li> </ul>	E	AF
<ul style="list-style-type: none"> <li>• Effective organisational skills</li> </ul>	E	AF/I
<ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> </ul>	E	AF/I
<b>Other</b>		
<ul style="list-style-type: none"> <li>• Commitment to improving the wellbeing of children and vulnerable adults</li> </ul>	E	AF/I
<ul style="list-style-type: none"> <li>• Commitment to continuing professional development</li> </ul>	E	AF

**Assessment Method Key: AF = Application Form, C = Certificate, I = Interview**