

Oakgrove Integrated College

Job Description: Principal

Individual salary range: L22-L30 (£64715-78725)

Responsible to Board of Governors

Key purpose

- (a) Ensure that the principles and practice of integrated education are delivered and developed in all areas of provision, in conjunction with governors, staff, pupils, parents and the wider community.
- (b) The leadership and direction of Oakgrove Integrated College and its continuous improvement.
- (c) Achieving the highest standards in the education and care of pupils at the school.
- (d) Ensuring the safety and welfare of pupils, staff and visitors to the school.
- (e) The day-to-day management and organisation of the school, its staff and pupils.

Duties and Responsibilities

The Principal will be required to fulfil all relevant duties and responsibilities as set out in the current *School Teachers' Pay and Conditions* document, the *Conditions of Service* Document and the *National Standards for Headteachers (Northern Ireland)* Edition.

1. Strategic direction and development of the school

Key duties:

- i. Establishing the school's strategic vision and integrated ethos.
- ii. Monitoring and evaluating the performance of the school and the quality of its provision.
- iii. Developing and leading the implementation of associated school development plans.
- iv. Providing professional leadership for staff at the school.
- v. Promoting equality, diversity and the safeguarding of pupils and staff at the school.
- vi. Developing and securing the school's partnerships with its local and wider community of parents, carers, community organisations, Foyle Learning Community (FLC) and local schools and colleges.

2. Teaching, learning, assessment and pastoral care

Key duties:

- i. Designing a curriculum that meets the all ability needs of pupils and matches local and national requirements.
- ii. Ensuring the highest quality teaching, learning and assessment in the delivery of the curriculum.
- iii. Monitoring and reporting on pupils' progress and attainment.
- iv. Developing and implementing strategies for further improvement in pupils' progress and attainment, with particular attention to underperforming groups.
- v. Ensuring the safeguarding, care and welfare of pupils at the school.
- vi. Promoting social, moral, cultural and spiritual values and their development.
- vii. Implementing systems of pastoral care to support pupils and facilitate their personal and academic development.
- viii. Ensuring high standards of positive behaviour and mutual respect and the continuing development of the school's caring, integrated ethos.

3. Management of the School

Key duties:

- i. Managing the development and deployment of staff to provide excellent education and care for pupils.
- ii. Managing the recruitment and selection of staff to fill agreed vacancies as they arise.
- iii. Monitoring the performance of staff and taking action to enable all to excel.
- iv. Setting priorities for expenditure and allocating funds to enable implementation of the school development plan.
- v. Ensuring effective administration and control of the school's budget.
- vi. Preparing and implementing plans to ensure the school's growth in line with identified need.
- vii. Ensuring high standards of accommodation and resources for the education and care of pupils and for community use.
- viii. Ensuring the effective implementation of policies and procedures to safeguard pupils and staff.
- ix. Ensuring the effective implementation of health and safety policies and procedures.

4. Accountability

Key duties:

- i. Providing clear information, advice and support to the Board of Governors to enable it to meet its statutory responsibilities and ensure accountability.
- ii. Provide regular verbal and written reports to the Board of Governors to help it monitor implementation of the school development plan.
- iii. Presenting clear and accurate accounts of the school's performance in forms appropriate to a range of audiences.
- iv. Ensuring that parents and pupils are well informed about the school's curriculum, attainment and progress.

5. Integration

Key duties:

- i. Representation. The Principal or the Principal's representative will normally attend all parents' council meetings and fulfil all reasonable requests to represent the school at public and professional occasions including events organised by Foyle Trust for Integrated Education (FTIE) and Northern Ireland Council for Integrated Education (NICIE). The Principal will provide feedback from these meetings as appropriate.
- ii. Equal Opportunity. The Principal will be expected to implement and maintain the equal opportunities policy of the Board of Governors. The Principal shall also bear in mind the importance of the maintenance of the agreed religious balance in the whole school community as determined by the NICIE Statement of Principles.

The duties and responsibilities in this job description are indicative and may, in future, need to be reviewed, in consultation with the Principal, to meet the changing needs of the school and statutory requirements. Post holders are expected to undertake other responsibilities and duties as they arise and are relevant to the nature, level and extent of the post.

February 2017