

# Loreto College

## Job Description and Person Specification

<b>Job Title:</b>	Principal
<b>Responsible to:</b>	Governing Body of the College
<b>Job purpose:</b>	The purpose of the role is to create a strong and robust vision for the strategic direction and leadership of the College. The Principal provides inspiration to enable the College to deliver its mission as an outstanding, innovative and financially secure sixth form institution. The postholder works with the Governing Body to ensure that Loreto College delivers its mission as a Catholic community and meets the strategic objectives agreed with the Governing Body. The Principal encourages and empowers the community to live the college's core Mary Ward values of freedom, justice, sincerity, truth, excellence, joy and internationality and to have responsibility for the integrity of the college with its commitment to Gospel values. This happens by ensuring that the college's Philosophy, Values and Vision is a living document for both staff and students within the college.

### Job Description

The key accountabilities listed below are not exhaustive:

#### Key accountabilities

#### Key tasks

Ensuring that the educational character and mission of the College remain strong	<ul style="list-style-type: none"> <li>• Make proposals to the Governing Body about the character and mission of the College.</li> <li>• Provide strong and effective Catholic leadership and direction to the whole College.</li> </ul>
Strategic development of the College	<ul style="list-style-type: none"> <li>• Prepare annual and strategic plans required by the Governing Body and external commissioning and funding agencies.</li> <li>• Develop and agree an organisational structure which meets the needs of the College.</li> <li>• Ensure College policies are established, maintained and reviewed in all appropriate areas.</li> <li>• Be a member of the Governing Body.</li> <li>• Implement the policies agreed and the decisions made by the Governing Body.</li> <li>• Lead the College Senior Management Team.</li> <li>• Work with key strategic partners eg Salford Diocese, Manchester Catholic Education Partnership (MANCEP), Loreto English Education Network (LEEN), Teach Manchester, Manchester High School Heads, ACVIC, SCFA</li> </ul>

	<ul style="list-style-type: none"> <li>• Be a member of the LEEN Executive and attend all meetings and residentials</li> </ul>
<p>Providing a quality educational provision for all students</p>	<ul style="list-style-type: none"> <li>• Maintain and secure the effectiveness of the College's quality assurance policy and procedures.</li> <li>• Ensure that the quality assurance policy works effectively and delivers continuous improvement.</li> <li>• Ensure that strong, robust and effective risk management procedures are in place.</li> <li>• Ensure the best equal opportunities practice and the highest ethical standards operate in the College.</li> <li>• Ensure safeguarding arrangements are robust and fully implemented</li> </ul>
<p>Determining the student curriculum</p>	<ul style="list-style-type: none"> <li>• Determine the educational provision to ensure it meets the needs of students, is developed in the context of the local community and reflects the Catholic identity of the College.</li> <li>• Promote student welfare, progress, achievements and good conduct by ensuring policies and procedures are in place for effective student guidance.</li> <li>• Ensure student discipline is maintained and, within the roles and procedures agreed with Governors and set out in the Articles of Government, be responsible for the suspension or expulsion of students</li> </ul>
<p>Leading and managing staff</p>	<ul style="list-style-type: none"> <li>• Be responsible for the appointment, assignment, grading, appraisal and discipline of all staff, within the framework set by the Governing Body.</li> <li>• Ensure that College staff are deployed efficiently and effectively.</li> <li>• Maintain arrangements for effective liaison with recognised trade unions and professional associations representative of the staff of the College.</li> <li>• Provide leadership and direction for all staff and an environment which empowers, challenges and motivates staff.</li> <li>• Ensure there are opportunities for the professional development of all staff to meet the changing needs of students, the curriculum and the College</li> <li>• Encourage staff in enrichment and extra-curricular activities, particularly through attendance at college performances and events</li> </ul>

<p>The effectiveness of financial planning and control</p>	<ul style="list-style-type: none"> <li>• Ensure the strong, robust, efficient and effective management of all the College income, assets and expenditure.</li> <li>• Ensure a strong risk based approach continues to be a key way of working for the College at both strategic and operational levels</li> <li>• Ensure the preparation of annual estimates of income and expenditure for consideration and approval by the Governing Body.</li> <li>• Ensure the proper management of the College budget and resources, within the estimates approved by the Governing Body.</li> <li>• Act as Chief Accounting Officer for the College, ensuring that funds are used appropriately</li> </ul>
<p>Effective external liaison</p>	<ul style="list-style-type: none"> <li>• Represent and promote the interests of the College in the wider community.</li> <li>• Maintain and develop strong and productive relationships with other organisations</li> </ul>
<p>Health and Safety and Safeguarding</p>	<ul style="list-style-type: none"> <li>• Ensure the College health and safety and safeguarding policies and procedures are maintained and reviewed in accordance with relevant legislation</li> </ul>
<p>General</p>	<ul style="list-style-type: none"> <li>• Undertake such other duties after due consultation, which may be required by the Chair of Governors on behalf of the Governing Body.</li> </ul>

## PERSON SPECIFICATION: PRINCIPAL

In making this appointment, the Board of Governors will give particular attention to the criteria outlined below.

Ref		Essential	Desirable	Method of Assessment
<b>Qualifications</b>				
	Good honours degree, or equivalent	✓		Application
	Teaching qualification with a proven track record as a successful teacher	✓		Application, Interview
	A recognised Catholic Leadership/Leadership Qualification		✓	Application, Interview
<b>Experience</b>				
1	Recent extensive and successful experience of working as a Principal/Head, or at senior management level	✓		Application, Interview
2	Excellent practitioner with a proven understanding of teaching and learning and the changing demands of the curriculum for the 14-19 age range	✓		Application, Interview
3	Recent successful experience of working with Governing Bodies and external agencies	✓		Application, Interview
4	Experience of developing quality approaches to raising standards of teaching and learning	✓		Application, Interview
<b>Leadership Skills</b>				
5	Ability to lead, manage, motivate and inspire staff to achieve the highest levels of performance	✓		Application, Interview
6	Ability to create strategic vision and lead the College into the next phase of its development	✓		Application, Interview
7	Ability to communicate, consult and negotiate effectively on a wide range of issues with different stakeholders at national and Greater Manchester Combined Authority/local level	✓		Application, Interview
8	Ability to lead Loreto's teaching and learning and quality and professional systems by example	✓		Application, Interview
9	Ability to drive a curriculum and educational provision that is demanding and inclusive	✓		Application, Interview
10	Sound financial leadership skills and ability to ensure the College's resources are used effectively	✓		Application, Interview
11	Ability to lead organisational development in a complex, large institution	✓		Application, Interview
<b>Specialist Knowledge and understanding</b>				
12	Extensive knowledge of current developments in pre and post 16 education, including funding, organisation, curriculum and governance	✓		Application, Interview
13	Extensive knowledge and understanding of the place of post 16 education in the mission of the Church	✓		Application, Interview

<b>Personal qualities and skills</b>				
14	A committed and practising Catholic <sup>1</sup> who can offer the challenge of a Christ-centred, empathetic approach	✓		Application, Interview, Reference
15	The ability to articulate clear Gospel-based educational values and a preferential option for the poor	✓		Application, Interview
16	Stamina, enthusiasm and sense of humour	✓		Interview
17	An innovator	✓		Application, Interview
18	Sensitivity to the needs of a culturally and socially diverse community	✓		Application, Interview
19	Excellent verbal and written communication skills	✓		Application, Interview
<b>Other</b>				
20	Commitment to support and contribute to the vision and values of the Loreto English Education Network	✓		Application, Interview
	Enhanced DBS Clearance (to follow an initial offer of employment)	✓		Pre-employment check
	Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK)	✓		Pre-employment check
	The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.			

<sup>1</sup> In order to comply with the religious ethos of the college this is a Genuine Occupational Requirement under the Employment Equality (Religion or Belief) Regulations 2003

