

# Job Description



**POST:** Principal, Oasis Academy Woodview

**RESPONSIBLE TO:** Regional Director

**SALARY:** L18- L24 (£71,729 - £83,081) + Teachers' Pension Scheme

**LOCATION:** Oasis Academy Woodview

**WORKING PATTERN:** Full-time

**DISCLOSURE LEVEL:** Enhanced

## **JOB PURPOSE:**

The Principal will be accountable for the leadership, internal organisation, management and control of the academy. It will be for them to lead the staff in realising the vision of establishing and developing a unique, extended learning community which will cater for the whole person – academically, socially, morally, spiritually, physically, emotionally, and environmentally. The Principal will ensure that the academy not only serves its students but also provides a learning hub for the whole community. It will also be vital for the Principal to ensure that the Oasis ethos of compassion and inclusion and the values that flow from it permeates every aspect of the academy's life.

## **KEY RESPONSIBILITIES:**

In seeking to realise the vision for the academy, the Principal would be expected to carry out the following duties and to recognise that the list is only indicative and that there might be other, similar duties which he/she might be required to carry out.

The Principal will be responsible for:

### **A. LEADERSHIP**

- To lead through the lens of the Oasis Ethos & 9 Habits.
- To lead the overall strategic management and operational activity of the academy.
- To create a positive, inspiring, high achieving ethos within the academies, in line with the wider Oasis Vision – for community – a place where everyone is included, making a contribution and reaching their God-given potential and specifically to deliver 'exceptional education at the heart of the community'.
- To work positively with the community to ensure the best possible outcomes for students.
- To ensure that national policies, strategies and processes are implemented at a local level and where appropriate any local policies, strategies and processes are consulted on and implemented effectively in order to transform the outcome for students and staff at the academy.
- To ensure that students are healthy, stay safe, enjoy and achieve maximum potential, achieve economic and personal well-being once they leave the academy.
- To develop the reputation of the academy, locally, regionally and nationally.
- To ensure staffing matters are managed in accordance with national OCL policy and in line with the Oasis Ethos and 9 Habits.
- Developing and maintaining good working relationship with regional and national People Directorate colleagues, keeping them informed of any staffing matters, seeking their advice at the earliest opportunity and working in partnership to resolve any issues.



- To help foster a culture where staff feel equipped and empowered to flourish and thrive in their roles and safe to feedback any concerns.
- To work collaboratively with the local Oasis Hub Leader and Community staff to achieve the Hub strategy.

#### B. QUALITY OF EDUCATION

- To support the Regional Director to ensure curriculum delivery is translated into effective learning and assessment practice.
- To encourage and promote innovation in educational provision, ensuring that the academy can meet changing needs and demands consistent with government guidelines and requirements.
- To ensure that high quality provision is available to all students regardless of race, religion, sexual orientation, gender, disability, economic background or special educational needs.
- To lead a culture rooted in the five Oasis Ethos values and enacted through the 9 Habits where students feel safe, confident and are able to thrive and grow in all aspects of who they are including attaining their maximum educational outcomes.

#### C. DEVELOPING YOURSELF AND WORKING WITH OTHERS

- To develop and maintain a culture of high expectations for self and others.
- To support the development of effective strategies and procedures for staff induction, professional development and performance management in line with agreed local and national policy and procedures.
- To support the clear delegation of tasks and responsibilities.
- To line manage in a people-centered way, in line with the Oasis Ethos and 9 Habits.
- To treat people fairly, equitably and with dignity and respect to create and maintain a positive culture upholding and enabling a culture underpinned by the Oasis Ethos to thrive.

#### D. CHAMPIONING THE OASIS ETHOS

- To model the way of the Oasis 9 Habits engaging in this as a journey of personal transformation.
- To engage others in their journey of personal transformation through the lens of the 9 Habits.
- To access resources within the Oasis family to create the ongoing alignment to the Oasis Vision, Mission, Ethos & 9 Habits within the Cluster.

#### E. GENERAL

- To be aware of and comply with policies and procedures relating to child protection, inclusion, health, staffing, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay.
- To participate in training and other learning activities and performance development as required.
- To ensure you carry out your role in a way that enables high standards to be achieved by proactively utilizing the benefits of inclusion and diverse thinking to achieve this.
- To ensure strict confidentiality in all areas of work.
- To work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
- To ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
- To understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
- To always comply with the Trust's policies and procedures.

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.



**OTHER:**

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

**Signed:**

<b>Employee:</b>		<b>Line Manager:</b>	
<b>Print Name</b>		<b>Print Name</b>	
<b>Date</b>		<b>Date</b>	

# Principal Person Specification



## Our Purpose

The vision of Oasis Community Learning (OCL) is to create 'Exceptional Education at the Heart of the Community.' All our academies are committed to achieving this vision through developing character, competence and sense of community with every child, providing a rich educational experience that is underpinned by our philosophy of education; inspirational leadership, deep learning, and healthy communities.

## Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. We are committed to a model of inclusion, hope, perseverance, healthy relationships and compassion throughout all the aspects of the life and culture of each Academy community.

Our ethos is rooted in what we believe and who we are. It is an expression of our character. Rooted in the story and beliefs of Oasis, we describe our ethos through a particular set of values that inform and provide the lens on everything we do.

- A passion to include
- A desire to treat people equally respecting differences
- A commitment to healthy, open relationships
- A deep sense of hope that things can change and be transformed
- A sense of perseverance to keep going for the long haul

It is these ethos values that we want to be known for and live by. They are the organisational values we aspire to. We are committed to a model of inclusion, equality, healthy relationships, hope, and perseverance throughout all the aspects of the life and culture of every Oasis Hub and Academy community

	Essential	Desirable
<b>Qualifications</b>	Qualified to degree level PGCE (or equivalent) – Qualified to Teach in England Evidence of recent, relevant professional development	NPQH or NPQSL
<b>Experience, Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Leading and managing people individually and in teams to a high standard</li> <li>• Managing change through bringing innovative ideas to traditional approaches to teaching and learning</li> <li>• Managing and improving the curriculum offer resulting in demonstrable impact</li> </ul>	Experience of leading a school Experience of managing risk across a school or organisation

	<ul style="list-style-type: none"> <li>• Understanding and/or experience of managing finances and ensuring financial sustainability</li> <li>• Experience of operating an organisation from a health and safety perspective</li> <li>• Breadth of experience in school leadership, e.g., one or more from the following: pastoral and academic leadership experience; teaching in several contrasting schools or working in other sectors beyond education</li> <li>• A proven track record of effective headship or senior leadership in an urban primary or secondary school, ideally graded as good or outstanding by Ofsted</li> <li>• Experience of working effectively with the local community</li> <li>• A wide knowledge of current and proposed education policy and the legal framework within which academies and schools must operate, particularly in relation to safeguarding</li> <li>• A wide understanding of the links between education and community transformation</li> <li>• An ability to effectively prioritise and plan for self, others and the organisation</li> <li>• An ability to problem solve and think creatively when dealing with complex issues</li> <li>• An ability to develop and communicate a complex vision in simple and easily understood terms to a variety of audiences</li> <li>• An ability to manage and empower others to maintain high standards of student discipline in order to ensure a positive climate for learning</li> </ul>	
--	--	--

	<ul style="list-style-type: none"> <li>• An ability to lead academy-wide improvement initiatives that have a demonstrable impact on student attainment</li> </ul>	
<p><b>Personal Qualities</b></p>	<p>Passionately committed to safeguarding and the welfare and wellbeing of children and young people</p> <ul style="list-style-type: none"> <li>• Willingness to undergo appropriate checks, including enhanced DBS checks</li> <li>• To work hard and remain fully committed, even when under pressure, always acting with consideration for yourself and others</li> <li>• Forgiving and committed to healthy inclusive relationships (strong interpersonal &amp; diplomatic skills)</li> <li>• Emotionally resilient and therefore patient and persevering with challenging behaviours and attitudes</li> <li>• To be hopeful, honest and always act with integrity, taking a rigorous approach to improving standards in order to ensure transformation of pupils lives and their wider communities</li> <li>• Act with humility and as a team player by serving others both in the academy and the Oasis family</li> <li>• Able to demonstrate and communicate the Oasis ethos and 9 Habits in your behaviours and actions</li> <li>• Positive, passionate, enthusiastic, and able to help others be the same</li> <li>• Able to keep a sense of proportion by acting with self-control • Act with authenticity and integrity</li> <li>• To have high aspirations and a commitment to excellence, and to role model this behaviour to others</li> <li>• Self-disciplined and able to reflect and learn in order develop wisdom and understanding</li> </ul>	