



# **PRINCIPAL OF THORNHILL COLLEGE, DERRY**

## **Job Description**

### **Introduction**

The Principal is responsible for the effective leadership, administration and management of the College so as to facilitate the achievement of the College's aims and objectives in relation to its ethos and educational provision. S/he will provide leadership and management for the College and represent the best interests of the College. S/he will promote and develop a distinctive Catholic ethos of genuine caring within the College, thus facilitating the full development and potential of all the pupils and staff. S/he will be responsible for the maintenance of good inter-personal relationships at all levels in the College and contribute in a collaborative managerial approach and the creation of a spirit of co-operation, trust, respect and partnership among the staff, pupils, parents and governors.

As leader of the Senior Leadership Team, the Principal will work with fellow leaders developing and utilising their expertise in:

- Promoting effective personalised learning and assessment within the College and putting in place structures by which to achieve this aim;
- Making central decisions that affect the whole College and taking responsibility for these decisions;
- Managing the day-to-day running of the College, having a strategic view and plan for the future direction of the College (mainly through the devising, implementation and evaluation of the College Development Plan);
- Providing leadership to give clear direction for different areas of the College.
- Supporting staff fully in their efforts and in developing an atmosphere in which everyone in the College is, and feels, involved and valued.

The Principal is responsible directly to the Board of Governors for the implementation of the College policies and for the day-to-day management of the College and to the Trustees for the development of the College in line with the Catholic vision for education.

### **Main Responsibilities**

Generally, the Principal is responsible to the Board of Governors of the College for:

1. The Development of the distinctive Catholic character of the College.
2. The provision for the pastoral care, welfare, safety and representation of all students and for each student's full development in line with the central aim of the College.
3. The management, development and curriculum of the College in consultation with the Board of Governors.

4. The monitoring and evaluation of the educational standards of the College and the development of effective strategies for continuous improvement and training of standards through self-evaluation, inspection, personalised learning, teaching and assessment.
5. The provision of opportunities for all students to achieve fulfilment in their studies and in extra-curricular activities to develop qualities and values which will assist and sustain them in adult and working life.
6. The promotion of positive behaviour strategies for all pupils and ensuring a high standard of discipline.
7. The preparation and presentation of all necessary policies and of reports as required, including the annual report.
8. Leading and motivating staff and promoting effective leadership and teamwork at all levels in the College.
9. Identifying staffing needs and requirements and for the deployment and development of all staff, including his/her own development, in accordance with the College's commitment to Investors in People.
10. Promoting the active participation of parents in the education of pupils and providing parents with regular information about the curriculum, pupil progress and other matters.
11. The development and maintenance of positive relationships, partnerships and extended education opportunities between the College, parents and wider community, including links with business and the wider learning community.
12. The financial management of the College, in consultation with the Board of Governors Finance Sub Committee and the Bursar.

Specifically, the new Principal will be required to:

- a) Create and develop amongst student, parents, staff and Governors a shared vision for the College and its community that promotes a culture of excellence, quality and high expectations for all.
- b) Develop, implement, monitor, evaluate and review the College's Development Plan.
- c) Develop and periodically review the performance review and staff development policy throughout the College.
- d) Develop strategies to monitor and evaluate the quality and effectiveness of learning and teaching, pastoral provision and extra-curricular activities.
- e) Promote and develop further the curriculum, in order to meet the changing needs of students and expectations of entitlement framework.
- f) Develop an effective strategy for personalised learning and teaching which will, in particular, help to meet the special educational needs of students, including the gifted and talented.
- g) Maintain excellent performance in public examinations and against other appropriate quality indicators.
- h) Develop further strategies to empower learning, teaching and management systems through the effective use of information and communication technology.
- i) Develop and maintain appropriate management and promotional structure for the College.
- j) Lead and motivate staff, promoting staff development and positive professional relationships.
- k) Seek to develop meaningful and workable partnerships with other Colleges in the area, with particular reference to collaboration on curriculum matters and to the development of co-operation within the Catholic "family" of Colleges.
- l) Co-ordinate the admissions procedures of the College and develop strategies to increase the number of students identifying the College as their preference for admission.

In discharging these responsibilities, the Principal in conjunction with the Board of Governors, will develop the Senior Leadership Team and the management structures within the College. The Principal will be required to lead the Senior Leadership Team and to utilise the expertise already existing within it.

**May 2017**