



MERCHISTON CASTLE INTERNATIONAL SCHOOL SHENZHEN

FOUNDING HEAD OF SCHOOL

JOB DESCRIPTION

1 Accountability

The founding Head of School serves as the Chief Executive Officer, will be accountable to the School Board and will be the instructional and administrative leader of this new international school, responsible for shaping the school's academic program, building a high-quality faculty, establishing the school's culture of excellence, organising and managing the school's operations and developing relationships within and outside the school community.

The founding Head of School is accountable for:

- 1 Providing strategic leadership to the development of the new school.
- 2 Serving as instructional leader to develop a system for continuous improvement of teaching and learning.
- 3 Ensuring an orderly, stimulating and motivational culture and a strong school community.
- 4 Recruiting the senior leadership team, teaching, ICT and support staff.
- 5 Overseeing admissions into the school.
- 6 Establishing a strong understanding of Merchiston Castle School's ethos and traditions as well as programmes of study, procedures and practices in all aspects of school life.
- 7 Marketing. Building strong links with the local community, promoting the school and developing marketing materials to inform all stakeholders and prospective student sources.
- 8 Building strong links with all stakeholders and the local community.
- 9 Finance: Agreeing the implementation budget and running the school within that budget. Managing the school in a fiscally responsible manner.
- 10 Supervising finalisation of curriculum, registration with examination boards, accreditation and production of a school development plan.
- 11 Finalising and implementing all school policies
- 12 Ensuring that the move into the school's new buildings and grounds is as smooth as possible and that the physical resources of the school are utilised as effectively and efficiently as possible.

2 Main duties and responsibilities

2.1 Board Relations

- 1 Develop draft policies for Board action and implement all Board-approved policies.
- 2 Offer professional advice to the Board on all matters requiring Board action.
- 3 Develop and implement the school Strategic Plan.
- 4 Arrange and attend all Board meetings.

2.2 Leadership

- 1 Provide dynamic, consistent and motivational leadership for the school and its staff, ensuring the successful delivery of the vision, ethos, aims and objectives as determined by the school board.
- 2 Have overall responsibility for the strategic planning and operation of the school in line with the school's aims and objectives.
- 3 Provide leadership within the community to ensure best possible outcomes for the students of the school and their parents.
- 4 Develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the school.
- 5 Apply the policies of and be responsible to the school Board for all aspects of school life.
- 6 Act as an ex-officio member of the Board.
- 7 Organise staff orientation each school year.

2.3 Educational Attainment and Delivery

- 1 Create a culture and environment in which the students thrive and attain high educational standards.
- 2 Ensure that the school curriculum and educational programme are developed and delivered through effective learning and assessment practice.
- 3 Drive innovation in education in the school and keep abreast of modern educational theory and practice.
- 4 Ensure that a high quality educational experience is available for all the school's students.

2.4 Resources and Performance Management

- 1 Supervise the preparation and presentation of the annual budget.
- 2 Deliver effective operational management for the school within the school's budget and in accordance with financial probity.
- 3 Develop and implement a performance management framework for the delivery of high quality education through people performance appraisal.
- 4 Implement, and report on, targets for achievement and operation of the school, and personal targets as agreed by the school's Board.
- 5 Set high standards and expectations for personal, students', staff and governors' behaviours and actions in support of the achievement of the school's aims.
- 6 Recruit, manage, develop and motivate a committed, effective and diverse workforce that has a clear understanding of the vision of the school and where individuals have personal role clarity enabling and promoting high quality learning.
- 7 Develop strategic approaches to support and monitor positive transformational change across all aspects of school life.
- 8 Ensure the organisation structure and ways of working support effective education and learning.
- 9 Oversee the processing and submission of required reports to the accrediting agencies and other regulating bodies as required.

2.5 Partnerships

- 1 Foster and enhance strong links with Merchiston Castle School.
- 2 Work with other public and voluntary sector agencies, clubs and societies in the local community to develop extended services to enable the wider community to access knowledge, skills and learning opportunities.
- 3 Support and develop public service, internationalism and social enterprise activities.
- 4 Present a positive image of the school in the community.