

## ***Job Specification***

***Position:*** Headteacher, Morogoro International School

### ***Minimum Qualifications:***

Honours degree plus PGCE or a B.Ed or equivalent

### ***Reporting:***

Responsible to: Governing Board.

### ***Statement of Purpose:***

To provide professional leadership for the entire school of MIS (including Early Years, Primary School, Secondary School and the support and administration staff) that secures its success and improvement, ensuring high quality education for all its pupils and improved standards of learning and achievement.

### ***Essential personal qualities:***

Good work ethic, a willingness to be immersed in the MIS community (consisting of students, staff and parents), patience, calmness under pressure, ability to communicate effectively and sensitively with all members of the community, sense of humour, resourcefulness with a limited budget, adaptability, creativity, a problem solver, ambitious but with perspective. Previous experience of living in East Africa would be a great advantage.

### ***Essential skills/knowledge:***

- Up to date knowledge of the British curriculum and current developments.
- Competent with basic computer packages: Word, Excel, Publisher, Powerpoint.
- Good time management and organisational skills.
- Good communication and writing skills.
- Ability to think strategically and implement the school's MVV taking into account the financial, cultural and geographical parameters within which the school operates.
- Basic knowledge of preparing and managing a school budget.

### ***Key Responsibilities:***

#### ***1. Shaping the future***

- Ensures the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- Works within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Demonstrates the vision and values in everyday work and practice.
- Motivates and works with others to create a shared culture and positive climate.
- Ensures creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensures that strategic planning takes account of the diversity, values and experience of the school and community at large.

## ***2. Leading, Learning & Teaching***

- Ensures a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Ensures that learning is at the centre of strategic planning and resource management.
- Establishes creative, responsive and effective approaches to learning and teaching.
- Ensures a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrates and articulates high expectations and sets stretching targets for the whole school community.
- Implements strategies which secure high standards of behaviour and attendance.
- Determines, organises and implements a diverse, flexible curriculum and implements an effective assessment framework.
- Takes a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of all pupils.
- Monitors, evaluates and reviews classroom practice and promotes improvement strategies.
- Challenges underperformance at all levels and ensures effective corrective action and follow-up.
- Much of this leadership will be provided by way of presenting school assemblies.

## ***3. Developing Self and Working with Others***

- Treats people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Builds a collaborative learning culture within the school and actively engages with other schools to build effective learning communities.
- Develops and maintains effective strategies and procedures for staff induction, professional development and performance review.
- Ensures effective planning, allocation, support and evaluation of work undertaken by teams and individuals,
- Ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledges the responsibilities and celebrates the achievements of individuals and teams.
- Develops and maintains a culture of high expectations for self and for others and takes appropriate action when performance is unsatisfactory.
- Regularly reviews own practice, sets personal targets and takes responsibility for own personal development.
- Manages own workload and that of others to allow an appropriate work/life balance.

## ***4. Managing the Organisation***

- Creates an organisational structure which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Produces and implements clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Ensures that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives.
- Manages the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruits, retains and deploys staff appropriately and manages their workload to achieve the vision and goals of the school.
- Implements successful performance management processes with all staff.
- Works in conjunction with the Board of Directors in setting targets for all areas of the school and setting personal targets and takes responsibility for implementing agreed targets to high standards and on time.

- Manages and organises the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Manages and organises SMT efficiently and effectively to ensure that it meets the needs of curriculum regulations and health and safety regulations.
- Ensures that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Responsible for Financial returns in consultation with the Accounts team and preparing budgets and development plans for the school quarterly, bi annually, annually or as may be required.
- Act as the Secretary at the Board of Directors meetings, preparing agendas, minutes and circulation of same in a timely manner including all supporting documentation and maintaining and filing the official minutes as required by company law.
- Provide monthly (or as deemed necessary by the Board) updates to the Board of Directors on the running and management of the school and its various resources.

### **5. Securing Accountability**

- Fulfils commitments arising from contractual accountability to the Governing Body.
- Develops a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensures individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Works with the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities.
- Develops and presents a coherent, understandable and accurate account of the school's performance to a range of audiences including Governors, parents and carers.
- Reflects on personal contribution to school achievements and takes account of feedback from others.

### **6. Strengthening Community**

- Builds a school culture and curriculum which takes account of the richness and diversity of the school's communities.
- Creates and promotes positive strategies for challenging racial and other prejudice and dealing with racial harassment.
- Ensures learning experiences for pupils are linked into and integrated with the wider community.
- Ensures a range of community-based learning experiences.
- Collaborates with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Creates and maintains an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Communicates regularly to the school community through the weekly newsletter, *The Moro Times*, and other written communication from time to time.
- Seeks opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributes to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operates and works with relevant agencies to protect children.

### **7. Safeguarding**

- Responsible for promoting the welfare of all children and young people.
- Creates an organisational culture which is vigilant to, monitors and prioritises the safeguarding of children and young people above all considerations.