

Job and Person Description - Head of Kabete International School

The Head is responsible for the leadership and management of Kabete International School (KIS), and reports to the Board of Directors and, when necessary, to the Head of Peponi House. The Head must, first and foremost, be a classroom practitioner of outstanding ability, who is able to demonstrate excellent knowledge, understanding and experience of the British Curriculum in EYFS and Key Stage One.

The Head must be enthusiastic, energetic and must have the confidence to introduce new initiatives in all aspects of the school, both curricular and extra-curricular.

The Head must have a clear vision for the development of the school and must be able to articulate that vision in terms of the ethos of the school, of Peponi House and of Peponi School.

The Head must be clear of the role of the EYFS in the development of the children in all respects and within the aims of the three schools.

The Peponi Schools and KIS

The Head of KIS shall:

- Ensure that the Kindergarten supports and encourages the development of young people in a way which is in keeping with the educational aims across the Peponi Schools.
- Encourage and promote to parents and pupils the flow through from KIS to Peponi House along with fostering a close relationship with Peponi School.
- Ensure that the whole school community is updated on the schools' achievements so that successes can be celebrated and championed across all schools' staff and pupils.

Job Description

Please note that the following job description is neither exhaustive nor prescriptive. The order in which points are listed does not denote any form of hierarchical structure.

The role of the Head of KIS is:

Academic

- To be part of the KIS teaching programme.
- To effect the continuing delivery and development of a broad, balanced and stimulating curriculum.
- To ensure that schemes of work are regularly updated and policy documents are reviewed.
- To ensure that the overall quality of education in the school is kept as high as possible.
- To manage the organisation, assessment and administration of the school's curriculum.
- To prepare academic timetables and prepare staff duty rosters.
- To provide a sound foundation for pupils' progress and to monitor it carefully.

Financial

- To be responsible, in close liaison with the Bursar, for preparing and managing the annual expenditure budgets for KIS. The revenue budget, based on pupil numbers, will be the responsibility of the Bursar.
- To monitor and oversee the ordering, maintaining and updating of resources within the school.

Human Resources

- To be responsible for monitoring the work of the Teaching Staff and the Teaching Assistants.
- To be responsible for the management of staff, including staff cover, and management and discipline of pupils in the school, reporting to the Board of Directors and / or Headmaster of Peponi House.
- To be responsible, in conjunction with the Bursar, for the Health and Safety of pupils and staff at KIS.
- To chair regular KIS staff meetings.
- To delegate as necessary and appropriate to ensure that the school fulfils the requirements of its procedures and policies.
- To ensure the school is suitably staffed, recruiting new staff in conjunction with the Headmaster of Peponi House, arranging their induction with appropriate assistance from other staff and organising cover arrangements when staff are absent.
- To oversee the programme of staff development and appraisal at KIS.
- To set, monitor and instil high standards of teaching, learning, punctuality, behaviour and presentation.

School Liaison

- To meet every month with the Headmaster of Peponi House to discuss development plans, and monitor the effectiveness of initiatives.
- To play a key role in the marketing and admissions of KIS in liaison with the Heads of the Peponi Schools.

Parents and Community

- To be the initial point of contact for parent/staff queries and complaints, referring to the Headmaster of Peponi House where necessary to resolve a query or problem.
- To ensure that positive communication is maintained with parents through a variety of media.

Planning

- To ensure that records are kept and to monitor the use of records to inform planning and target setting.
- To keep abreast of current educational thought.

Pupils

- To ensure a wide range of activities for pupils and to give them confidence in their ability to take on new challenges.
- To prepare class lists.
- To ensure that transfer to Peponi House or to the child's next school is smooth and as well informed as possible.
- To take specific responsibility for child protection at KIS and for EYFS policies. All policies relating to both Peponi House and KIS, or all Peponi Schools, will be written and updated by the members of the schools' SLTs; the Head of KIS is responsible for ensuring awareness and implementation at KIS and for raising any issues with such implementation.

- To ensure that all child protection concerns are to be raised with the DSL and deputy DSL at Peponi House, as well as the Director responsible for Child Protection and Safeguarding.
- To oversee the SEND provision in the school, ensuring that it is consistent with SEND provision in Peponi House.
- To maintain an effective, high quality education for all children in a safe, friendly, caring, nurturing and dynamic environment and to ensure that the School satisfies all relevant British Schools Overseas Standards for EYFS.
- To maintain contact with pupils and to oversee the tracking of the development and progress of every child, ensuring that timely reports are presented to parents regularly.