

Job Description

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| Job title: | Headteacher |
| Group: | Independent Schools |
| Dept/Project/Service: | Danesfield Manor School |
| Reports to: | Independent Schools Director |
| Responsible for: | Senior Leadership Team |
| Usual office base: | Danesfield Manor School |
| Grade: | 2 |

Job purpose:

The role holder will provide the overall educational vision, leadership and direction of the school, leading and managing teaching and learning to secure the highest possible levels of progress and attainment for all pupils, promoting excellence, equality and high expectations. Responsibilities also include identifying priorities for whole school improvement, meeting and exceeding all ISI standards and regulations and ensuring the on-going commercial viability of the school.

Job objectives:

1. Identify and agree the overall aims of the school and provide strategic whole school direction through the senior management team to include curriculum, pastoral care and the development of a range of extra curriculum activities.
2. Be accountable for continuous improvement in the quality of education provided and oversee the establishment of stretching pupil targets and a continuous focus on pupils' achievements using appropriate data and external benchmarking.
3. Design and implement effective strategies to ensure that teaching is consistently of the highest quality, holding staff to account for pupil performance and promoting a culture of continuous professional development and learning throughout the teaching community.
4. Oversee the financial performance of the school, maximising commercial success whilst maintaining high standards of educational excellence including developing a coherent approach to marketing in order to achieve full sustainable pupil capacity and raise the profile of the school with relevant stakeholders.

5. Devise and implement a school development plan that maximises the use of resources and offers a range of services to pupils, their parents/carers and members of the local community.
6. Responsible for the overall leadership and management of all teaching and non-teaching staff ensuring recruitment and retention of high calibre staff, embedding a robust performance management culture throughout the school.
7. Maintain a strategic overview of safeguarding within the school, promoting a safeguarding culture whilst also ensuring compliance with ISI regulatory requirements and corporate safeguarding policies in the UK.
8. Accountable for the strategic oversight of all IT, property, facilities, health & safety and HR, working closely with relevant professional leads within Education Development Trust whilst also ensuring regulatory compliance in line with ISI and other relevant statutory legislation.
9. Ensure the governance structures within the school are fit for purpose, comply with 'best practice' guidelines and criteria and that they are ultimately working in the best interests of both the school and the wider Education Development Trust (Proprietor).
10. Identify, develop and maintain strong partnerships and relationships with internal Governing Body, other local schools, relevant external regulatory bodies and agencies in order to strengthen the school's market position and maximise pupil potential in the local area.
11. Play an active part in the Principals' Strategy, supporting other Principals in the group both individually and collectively; contributing to a collegiate ethos, best practice and shared ways of working.

Scope:

The role holder will be responsible for the effective management of an agreed budget for the running of the school, managing the whole complement of teaching and non-teaching staff. There may be scope for this role to develop into the leadership of UK Independent Schools under the remit of the Independent Schools Director, and may contribute to the growth of International Schools portfolio.

Person specification:**Knowledge****Essential:**

- First degree or equivalent
- Qualified Teacher Status

Desirable:

- NPQH or other advanced Leadership Training
- Qualified ISI Inspector

- Other recent and relevant professional short course experience

Experience

Essential:

- Leadership experience within a primary education setting
- Evidence of successful leadership through the raising of standards of teaching and learning and enhancing outcomes for pupils
- Demonstrable evidence of self-evaluation of performance at pupil, class, subject and whole school level
- Experience of developing staff and team building and enhancing performance management
- Experience of financial and budget management within a school setting
- Experience of managing a diverse pupil base including special educational needs and disabilities (SEND)

Desirable:

- Principal experience or acting up to Principal level
- Experience of teaching in an Independent School

Skills

Essential:

- Strong organisational skills and the ability to work calmly, patiently and sensitively under pressure and to delegate, plan and manage time effectively
- Excellent communication skills both written and verbal with the ability to influence and persuade a diverse range of internal and external stakeholders
- Values diversity and the unique contribution that every individual makes to the learning community
- Ability to effectively manage change, think creatively and be innovative in order to meet challenges successfully
- Excellent observation and listening skills and the ability to provide constructive feedback

Competency Band: 2

Key Competencies for the role:

| Our Values | Key Competency 1 | Key Competency 2 |
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| Excellence - Creating and Leading Success | Delivering the Vision Delivers the vision within organisation and actively articulates the team's role in delivering excellence | Motivating Others Understands the different factors that motivate their teams and knows how to build and sustain morale |
| Integrity - Supporting and Building Trust | Communicating with Impact and Empathy Interacts with others in a sensitive, tactful and effective | Building Respect Commits to building working relationships based on respect and |

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| | way and is open and honest when communicating difficult messages | trust and makes decisions in an unbiased way |
| Accountability - Delivering and Improving | Driving Performance Translates strategic priorities into clear outcome-focused objectives for their teams and holds them accountable for achieving these objectives | Delivering Commercial Outcomes Understands the impacts of financial position in own area and across the organisation and uses informed judgement to support or limit business activities |
| Collaboration - Engaging and Partnering | Engaging others to achieve goals Clarifies strategies and plans, giving a clear sense of direction and purpose for self and team and communicating this internally and externally | Influencing & Negotiating Negotiates and influences external partners, stakeholders and customers successfully to secure mutually beneficial outcomes |

Education Development Trust is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.