**Head Teacher, London W 3**

**Closing date: 28 February 2018**

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**KING FAHAD ACADEMY**

Date posted:  5 February 2018
Start date:  29th August 2018
Contract type:  Full Time - Permanent

Salary:  Undisclosed

**Headteacher Person Specification**

QUALIFICATIONS & TRAINING

* Qualified Teacher Status and evidence of professional development, particularly in relation to leadership and school management programme or similar.
* Postgraduate qualification in leadership and management is desirable.

EXPERIENCE

* Proven successful leadership and management experience, ideally for at least 5 years, at a senior level in schools.

JOB PURPOSE

* Accountable to the Director General and the Board of Trustees, the Headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. The Headteacher, working with others is responsible for evaluating the school performance to identify the priorities for continuous improvement and raising standards; developing policies and practices to ensure compliance with regulations; ensuring that resources are efficiently and effectively used to achieve the school aims and objectives and for the day-to­ day management, organisation and administration of the school.
* The Headteacher must maintain and encourage high quality education by effectively managing teaching and learning to realise the full potential of all pupils.

ABILITY, KNOWLEDGE & UNDERSTANDING

* Ability to develop and maintain good personal and professional relationships with pupils, teaching and non-teaching staff, parents, the trustees and external agencies.
* Proven ability to motivate others, build effective teams and inspire staff.
* Proven ability to organise and prioritise tasks effectively, work under pressure and ensure that they are carried through successfully and the ability to delegate responsibility.
* Proven ability to set high standards and priorities for improvement.
* Proven ability to develop a clear vision of the schools future development.
* Proven ability to promote a strong, positive ethos and maintain high standards of behaviour.
* Proven ability to demonstrate and articulate high expectations and set challenging targets for the school community
* Knowledge and understanding of the leadership styles appropriate for use in a school.
* Evidence of good teaching practice including the ability to lead by example and to identify where teaching is good to outstanding, where it needs to be improved and how to improve it.
* Analyse, interpret and understand relevant data and information.
* Sound knowledge of the International Baccalaureate (IB) curriculum and as well as of recent educational developments, Ofsted Framework, and legislative changes and their significance for the school.
* Sound knowledge of independent School standards' regulations (ISSR) and their implementation.
* Proficiency in ICT and enthusiasm for its implementation throughout the school.
* Commitment to and an understanding of equal opportunities both for pupils and staff. Understanding of current Safeguarding, and child protection issues and legislation relating to these matters.

SHAPING THE FUTURE

* Works collaboratively with the Trustees, SLT and others to ensure that the school vision and strategic plan are effective and pertinent to the school's priorities.
* Works within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain continual school improvement and a sense of team ownership.
* Motivates and works with all stakeholders to create a shared culture and positive climate.
* Ensures creativity, innovation and the use of appropriate new technologies and initiatives to achieve excellence.
* Ensures that strategic planning takes account of the diversity, values and experience of the school and community at large.
* Analyses, interprets and understands relevant data and information to inform future plans for improvement.

LEADING LEARNING AND TEACHING

* Ensures a consistent and continuous school-wide focus on pupils' achievement, using data and appropriate benchmarks to monitor progress in every child's learning.
* Ensures that learning and pupil progress is at the centre of strategic planning and resource management.
* Establishes creative, responsive and effective approaches to learning and teaching that are sustainable and appropriate to the evolving needs of the socio-economic dynamics of the community.
* 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 challenging targets for the whole school community.
* Implements strategies that secure high standards of behaviour and attendance.
* Determines, organises and implements a balanced 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 pupils.
* Monitors, evaluates and reviews classroom practice and promotes improvement strategies.
* Challenges underperformance at all levels and ensures effective corrective action and follow-up.
DEVELOPING SELF & WORKING WITH OTHERS
* Treats people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
* 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 in conjunction with the SLT.
* Manages own workload and that of others to allow an appropriate work/ life balance.
MANAGING THE SCHOOL
* Creates an organisation structure that reflects the school's Islamic ethos and values, and enables the management systems, structures and processes to work effectively in line with legal requirements and by adopting the appropriate policies.
* Produces and implements clear, evidence-based improvement plans and policies for the development of the school and its facilities.
* 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.
* Manages and organises the school environment efficiently and effectively to ensure that it meets the needs of the curriculum 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, responsible for promoting and safeguarding the welfare of children and young person's s/he is responsible for, or comes into contact with.
* Uses and integrates a range of technologies effectively and efficiently to manage the school.

SECURING ACCOUNTABILITY

* Fulfils commitments arising from contractual accountability to the school.
* Ensures individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation inkeeping with performance management review timelines.
* Uses a range of evidence, including national data and own schools performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance.
* Works closely with the Director and Trustees, providing information, objective advice and support.
* Develops suitable quality assurance systems, including school review, self-evaluation and performance management and presents a coherent, understandable and accurate account of the school's performance to a range of audiences including, trustees, parents and carers.
* Reflects on personal contribution to school achievements and takes account of feedback from others.

STRENGTHENING COMMUNITY

* Developing communication flow with the wider community to build upon all stakeholders' confidence and understanding of the school.
* Collaborates with other agencies in protecting children.
* Creates and promotes positive strategies for challenging racial and other prejudices.
* Collaborates with other local schools 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.

***This job description is liable to variation to reflect changes in the requirements of the post.* The job holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School’s Safeguarding Policy at all times. If in the course of carrying out the duties of the role, the job holder identifies that a child is suffering, or likely to suffer, significant harm either at school or at home, s/he must report any concerns to the school’s Safeguarding Lead or the Executive Principal so that a referral can be made accordingly to the local authority social services.**