



abbeymanorcollege

# LONDON BOROUGH OF LEWISHAM

## JOB DESCRIPTION

<b>Designation:</b>	<b>Headteacher</b>
<b>Grade:</b>	<b>L27 – L33 (£81,244-£92,951)</b>
<b>Accountability:</b>	<b>Management Committee &amp; Local Authority</b>
<b>Directorate:</b>	<b>Children &amp; Young People</b>
<b>Date:</b>	<b>January 2017</b>

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### **Main Purpose of the Job:**

To ensure the strategic funding management and development of Alternative Provision appropriate for the students enrolled at the College and provide educational leadership which will sustain the development of the College and its staff, in promoting high levels of achievement for all students.

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### **Summary of Responsibilities and Personal Duties**

This follows the Four Domains in the National Standards of Excellence for Headteachers:

### **Qualities and Knowledge**

- Promote the commitment to Social Justice that is reflected in the College ethos.
- Demonstrate a clear understanding and empathy with students who have been excluded from school or who are on the verge of permanent exclusion.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards students and all members of the College community.

- Lead by example – with integrity, creativity, resilience and clarity – drawing on your own scholarship, expertise and skills, and that of those around you.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
- Work with political and financial astuteness, within a clear set of principles centred on the College vision and translating local and national policy into the College context.
- Effectively communicate the College vision, and drive strategic leadership empowering all students and staff to excel.

### **Students and staff**

- Demand ambitious standards for all students , overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on student outcomes.
- Embrace, promote and celebrate the benefits of living and working in a culturally and ethnically diverse community.
- Secure excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and student well-being.
- Establish an education culture of 'open classrooms' as a basis for sharing best practice within the College, drawing on and conducting relevant research and robust data analysis.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Be clear that continuous professional development is essential to the College and to each member of staff and promote this vigorously.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to succession planning.
- Hold all staff to account for their professional conduct and practice.

## **Systems and process**

- Ensure College systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing excellent behaviour in College and in the community.
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Welcome strong governance and actively support the Management Committee to understand its role and deliver its functions effectively - in particular its functions to set College strategy and hold the Headteacher to account for students, staff and financial performance.
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of student achievement and the College sustainability.
- Make the best strategic and operational use of all available resources.
- Develop and implement a whole College budget, working closely with the Business Manager, Management Committee and the Local Authority.
- Consult appropriately with staff on economic, efficient and effective use of all relevant resources, integrating the planned budget with College and staff development plans.
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
- Continue to work effectively with the L.A. to promote the best interests of students out of school.

## **The self improving school system**

- Create an outward-facing organisation which works with other schools and organisations – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all students.

- Challenge education orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Model entrepreneurial and innovative approaches to College improvement, leadership and governance.
- Inspire and influence others – within and beyond the College – to believe in the fundamental importance of education in the lives of young people and to promote the value of education.

**LONDON BOROUGH OF LEWISHAM  
 ABBEY MANOR COLLEGE  
 PERSON SPECIFICATION**

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

These categories will be used especially for the purpose of shortlisting. Only those applicants who meet these requirements will be shortlisted. You should, therefore, address these fully in your application form.

*If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria, you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.*

<b>Experience and Knowledge</b>	<b>Status</b>	<b>Assessment</b>
Leadership with demonstrable impact at least at SLT level within a Pupil Referral Unit, secondary school or appropriate education provision.	Essential	Application/Interview
Record of successful leadership in a multi-ethnic environment.	Desirable	Application
Record of leading successful improvement against OFSTED standards.	Essential	Application/Interview
Management of change responding to statutory educational frameworks and regulation.	Essential	Application/Interview
Clear understanding of state education, including national policies.	Essential	Application/Interview
Record of establishing effective positive relationships within the College, with local educational leaders and with the wider community.	Essential	Application/Interview
<b>Personal</b>		
Commitment to implement the Council's Equal Opportunities policies.	Essential	Application/Interview
A record of inspirational leadership of a diverse team and student community.	Desirable	Application/Interview
Passionate enthusiasm for education and for developing young people to their maximum potential.	Essential	Interview
Cultural awareness and sensitivity.	Essential	Interview
Demonstrable abilities in harnessing collective support for decisive and occasionally disruptive change.	Essential	Application/Interview
Ability to communicate effectively and sensitively with all key stakeholders.	Essential	Interview
Ability to delegate effectively.	Essential	Interview
Enthusiasm, empathy and a sense of humour.	Essential	Interview

<b>Leadership</b>	<b>Status</b>	<b>Assessment</b>
Clear educational vision and ability to think strategically.	Essential	Interview
Ability to align and plan operational processes to achieve the College Vision and strategic objectives.	Essential	Application/Interview
Ability to inspire, instigate and implement change and to convey a sense of ambition and coherent purpose to the staff and students.	Essential	Application/Interview
Visible commitment to safeguarding and proven ability to inculcate a culture of caring vigilance to ensure the safety of every student and member of staff.	Essential	Application/Interview
Ability to create and sustain continuous improvement and achievement amongst young people and teaching staff.	Essential	Application/Interview
Ability to establish productive and effective relations with the Management Committee, building trust and demonstrating accountability.	Essential	Application/Interview
<b>Management</b>		
Proven record of effective operational management of a school or PRU.	Essential	Application/Interview
Ability to manage and monitor staff performance and progress.	Essential	Application/Interview
Demonstrable experience in effective, safe and just dispute and disciplinary management.	Desirable	Application/Interview
Ability to prioritise, evaluate and manage financial and human resources to achieve educational and strategic goals.	Essential	Application/Interview
Commitment to building, developing and retaining a high-performing team.	Essential	Application/Interview
<b>Qualifications</b>		
A DfE – recognised teaching qualification.	Essential	Application
A continuous and demonstrable record of professional development.	Essential	Application