



HEAD OF SCHOOL – SARK SCHOOL 2018-2021

Purpose of role

To lead the only school on the Island, inspiring staff to achieve the highest possible standards in their teaching and pupils to be effective learners who are well-rounded and ambitious, ready for the next stage of their education.

Description of role

The Head of School is key in developing, achieving and reviewing the school's priorities and objectives, leading activity that ensures these are delivered in the best possible way.

The Head of School will:

- demonstrate exemplary teaching, leadership and professional behaviour;
- ensure the individual learning needs of every child shapes their educational experience;
- develop, motivate and deploy teaching and non-teaching staff to secure the best possible use of available talent and the best outcomes for children;
- determine and drive appropriate standards and targets to deliver improvement; and
- create an inspiring but accountable, safe and positive learning environment in which diversity, co-operation and life-long learning is celebrated.

Responsibilities

The post holder will carry out the duties of the Head of School in consultation, where appropriate, with the Island's education leaders and other stakeholders.

Specific duties and responsibilities are set out below:

Curriculum, teaching and learning

- To have class teacher responsibility for one of the three very small classes in the school;
- Model good or better teaching and provide inspiring and high quality opportunities for learning to enable staff to observe good practice in an inspirational learning environment;
- Work with the staff to develop, organise and implement an appropriate curriculum for the school, taking into account the needs, experience, interests, aptitudes and stage of development of the pupils; and the resources available to the school;
- Monitor and evaluate the standards of teaching and learning in the school and ensure that proper standards of professional performance are established and maintained.
- Develop a culture of training, coaching and peer support to enable all staff to develop professionally and enable our children and community to succeed
- Ensure that the progress of the pupils at the school is monitored, evaluated and effectively recorded; and that this information is accurately shared with stakeholders as appropriate.
- Analyse and use available school based and comparative data to assist in raising standards.

Pupils

- Develop and maintain a good or better practice for the pastoral care of pupils.
- Maintain, review and develop policies and procedures for promoting pupils' personal attitudes and behaviour, effective learning behaviour, independence, and self-discipline in the context of a proper regard for authority.



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- Ensure the maintenance of good order and discipline during the school day, when pupils are present on the school premises or engaged in authorised school activities on and off school premises.

Staff

- Model the Teachers' Standards (UK) in your own practice and behaviour, and ensure all teaching staff comply with the Teachers' Standards (UK) in their entirety and non-teaching staff comply with the personal and professional conduct requirements.
- Participate in the selection and appointment of the teaching and non-teaching staff at the school.
- Deploy and manage the teaching and non-teaching staff of the school and allocate particular duties to them in a manner consistent with their conditions of service and the need to ensure a proper work/life balance.
- Delegate, as appropriate and agreed, specified duties of the head of school other members of staff.
- Ensure that cover is provided for absent teachers, taking account of conditions of service and the availability of supply teachers.
- Ensure that the teachers at the school receive the information and training they need to carry out their professional duties effectively.
- Supervise and participate in arrangements for the appraisal of the performance of teachers (to include annual reviews of pay and recommendations to the pay panel).
- Ensure that any newly qualified teachers and those returning to work after a break in service have access to adequate support and training in their first year of service or resumed service.
- Exercise responsibility for the supervision and training of teachers during their induction periods and as part of the formal CPD programme (1 hr per week + 5 Teacher Development days) through in house courses, external courses and job-related training.
- Ensure that all staff in the school have access to advice and development opportunities appropriate to their needs and complete a termly report on the professional development of all staff.
- Provide information about the work and performance of the staff employed at the school where this is relevant to their prospective employers.
- Maintain a professional working relationship with organisations representing the teachers and other persons on the staff of the school.

Resources

- Control and account for the financial and material resources of the school, and be accountable for their proper use.
- Be responsible for the organisation and management of staff within the school in accordance with their job descriptions, taking account of the requirement for teachers to have 1265 directed hours, their entitlement to a 30 minute lunch break and regular Planning, Preparation and Assessment time, and leadership time as appropriate.
- Ensure the effective security, supervision and maintenance of school buildings, their contents and the school grounds.



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Relationships

- Ensure parents are valued as partners in their children’s learning and given regular information about the school curriculum, the progress of their children and other matters affecting the school.
- Work with children, parents and all other stakeholders to ensure that they contribute to the evaluation of their school.
- Provide information and to work with the Education Committee and those with formal responsibility, to ensure that they carry out their role effectively.
- Maintain productive intellectual and professional liaison with other schools in the UK and on Guernsey to ensure that school practices are current and at least as good as would be available on the UK mainland.
- Recognise and support the work of the parents’ and carers’ in supporting school initiatives and their children’s learning.
- Identify and offer opportunities for approved volunteers to support the work of the school in terms of curriculum and extra-curricular activities.

Additional responsibilities

- Arrange for a senior teacher or other suitable person to assume responsibility for the discharge of head of school responsibilities at any time when they are unavailable.
- Have due regard for equal opportunities (incorporating inclusion), health and safety and Safeguarding.
- Ensure the school is an integral part of the Island and its community.
- Work closely with the nursery providers and independent tutors on the island to ensure that the educational journey of those who join and those who leave the school, is well-informed.
- Have regard for the work-life balance for yourself and for all school staff.
- At the end of the three-year contract, either apply for a second term of three years or provide comprehensive handover to your successor.