**Headteacher**

**Oaks International School**

**Cambridge**

**2 to 11 years • International Schools Partnership • ISA**

**HEADTEACHER JOB DESCRIPTION**

**Key Responsibility 1 : Ensure great learning**

* 1. Ensure that the school focuses appropriately on academic, personal, social, emotional, physical and international learning
  2. Ensure that the school has evidence that learning is happening in classrooms on a day-today basis
  3. Ensure that the school has data about both entry level and current learning performance
  4. Ensure that the evidence is analysed so that the school can report on both improvement and added value
  5. Ensure that all stakeholders in the school regularly discuss evidence about learning and how to improve it at an individual, class, year-group and school level
  6. Ensure that the school sets challenging but achievable learning targets for individual students, classes, year-groups and other cohorts so that we are seeking added-value for our students rather than relying on their innate performance levels
  7. Ensure that you are up to date with the evidence that informs the development of learning and the contribution of the factors that affect learning
  8. Ensure that the curriculum is learning-focused, well-articulated and explicit to students, parents and teachers

**Key Responsibility 2: Make sure that people know about our great learning**

2.1 Ensure that the school’s definition of learning and the language associated with it is known to and understood by all stakeholders in the school

2.2 Ensure that evidence of all kinds of learning is clearly and regularly communicated in appropriate ways to all stakeholders and potential stakeholders

2.3 Ensure that we deliver stories of great learning from across the full range of student abilities and dispositions

2.4 Ensure that evidence of our great learning is a focal point of all of our school communications including our marketing and admissions work

2.5 Ensure that we use all the different media necessary so that awareness of our great learning is available within the current school community, the local community and the wider national and international communities

2.6 Ensure that you have evidence of learning from your own classroom visits as well as from others and that you make a personal contribution to this work inside and outside the school

**Key Responsibility 3: Run the school in an organised and efficient way**

3.1 Ensure that all structures and systems (learning, teaching, HR, finance, admin, marketing and admissions etc) follow Group policies and local laws and requirements

3.2 Ensure that information about all of our systems and structures, and particularly learning, budgets and admissions) are kept to and that up-to-date information about revenues, underspends and overspends and the current financial health of the school is always available

3.3 Ensure that the school operates within its agreed budget at all times

3.4 Ensure that all structures and systems are as simple as possible

3.5 Ensure that every member of staff, teaching and non-teaching, is aware of their responsibilities as well as the tasks they have to perform

3.6 Ensure that the senior leadership team of the school is fully representative of all of the people who share (delegated) responsibility for the achievement of this job description

3.7 Ensure that you demonstrate appropriate levels of organisation in everything you do

**Key Responsibility 4: Increase the number of students in the school**

4.1 Ensure that the targets agreed for school growth are challenging

4.2 Ensure that the school has a pipeline of interested parents that is likely, on past experience, to generate the agreed number of new enrolments

4.3 Ensure that all communications in the recruitment process are positive

4.4 Ensure that prospective parents and students are addressed with their specific concerns in mind

4.5 Ensure that school tours are designed to show off not only our great learning and the factors that affect learning but also how we will specifically respond to each student’s needs

4.6 Ensure that the admissions and recruitment process is designed to make enrolment as easy as possible

**Key Responsibility 5: To overtly work to support and deliver the Group’s vision, mission and principles**

5.1 Ensure that all colleagues in the school are working to achieve and demonstrate ISP’s purposes and principles

5.2 Ensure that all colleagues are actively looking for and implementing ways to communicate our leadership of learning around the world

5.3 Ensure that your school’s existing practices are as demonstrably as up-to-date as possible *and* are based on good evidence

5.4 Ensure that all of your colleagues, members and potential members are always treated respectfully by everyone, with a special emphasis on the appreciation of different cultures

5.5 Ensure that financial decisions in your school are taken so that the Group can both invest in product and people growth at the same time as protecting our revenues and cash

5.6 Ensure that all colleagues have the opportunity to learn and improve

5.7 Ensure that you contribute to developing ideas, discussing different approaches and agreeing and supporting best practice in each of the above