



Job Description

Job title:	Headteacher
Group:	Independent Schools
Dept/Project/Service:	Oakfield Preparatory School
Reports to:	Education Development Trust, Head of UK Independent Schools
Responsible for:	Senior Leadership Team
Usual office base:	Oakfield Preparatory School

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 Independent School 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 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 Group, supporting other Principals in the group both individually and collectively; contributing to a collegiate ethos, best practice and shared ways of working.
12. Work closely with the Head of UK Independent Schools in order to realise the Trust's overall

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.

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

- Good degree level qualification or equivalent
- Qualified Teacher Status
- Excellent knowledge of current teaching and learning pedagogy, school improvement and policy

- Knowledge of, and commitment to, all aspects of safeguarding and inclusion and promoting the welfare of children and young people

Desirable:

- NPQH or other advanced leadership training
- Other recent and relevant professional short course experience
- Knowledge and understanding of strategic financial planning and budgetary management

Experience

Essential:

- Proven leadership experience within a primary education setting
- Excellent understanding and experience in using a range of evidence, including performance data, to support, monitor, evaluate and improve all aspects of school life and challenge poor performance
- Experience of school self-evaluation and development planning at whole school level
- Experience of developing staff and building effective teams
- Experience of leading successful change within an education environment
- Experience of managing a diverse pupil base including special educational needs and disabilities (SEND)
- Experience of working with Governors, stakeholders and external agencies

Desirable:

- Understanding of the independent education sector
- Experience of responsibility in both curriculum and pastoral roles
- Experience of financial and budget management within a school setting
- Experience as a Designated (or Deputy) Safeguarding Lead

Skills

Essential:

- Positive role model for staff and pupils, leading from the front by example and with the ability to adapt their leadership style to the situation as required
- 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 formulate a vision for innovation and continuous improvement
- 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
Excellence - Creating and Leading Success	Delivering the Vision Delivers the vision within organisation and actively articulates the team's role in delivering excellence	Motiving 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 way and is open and honest when communicating difficult messages	Building Respect Commits to building working relationships based on respect and 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.