**Baleares International College**

**San Agustin Campus**

Calle Maria Villagomez 17

Sant Augusti 07015

Palma de Mallorca

**Principal**

**Responsible to**: The Company Directors / Governance Team or their representatives

**Job description**

The areas highlighted below are based on core competencies expected of any successful Principal / Headteacher. They are neither hierarchical nor exhaustive and may change from time to time to meet the changing needs of a school in an international environment.

They are more fully illustrated in the National Standards for Headteachers 2004. Although, being an independent school, not all sections in NSH 2004 will apply to this role.

1. **Core competencies**

The core purpose of the Headteacher in our international school is to provide professional leadership and management for the successful development of school in order to ensure the high achievement of pupils’ attainment and successful development of the school.

This, in summary, centres on

* effectively managing teaching and learning
* promoting excellence and high expectation for all pupils
* providing vision, leadership and direction
* formulating and implementing effective marketing and promotional strategies relating to the school and pupil recruitment
* evaluating school performance and identifying priorities for continuous improvement
* deploying resources efficiently
* carrying out day-to-day management, organisation and administration
* securing the commitment of the community the school serves through understanding the needs of an expatriate / local host community
* understanding of the complexities involved in managing an international school
* creating and maintaining a safe and stimulating learning environment with a positive ethos which is engaging and fulfilling for all pupils and staff
* ensuring all policies relating to Safeguarding and the welfare of staff and pupils are rigorously adhered to
* working effectively with representatives of Orbital Education
* thinking strategically about how the school can move forward, initiating matters of policy for consideration with Orbital Education and other significant partners

**With this particular post, there must be close liaison with the sister school in Sa Porassa**

# **2 Managing the Organisation**

The postholder is expected to provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation.

The postholder will:

* Establish and sustain appropriate structures, systems and policies
* Manage the school efficiently and effectively on a day-to-day basis
* Delegate management tasks and monitor their implementation
* Prioritise, plan and organise themselves and others
* Make professional, managerial and organisational decisions based on informed judgements
* Think creatively to anticipate and solve problems
* Regularly report to and consult with Orbital Education on all areas relevant to the progress of the school with judgements regarding the effectiveness or otherwise of strategies /actions implemented. Propose solutions to difficulties encountered or expected
* Develop and implement a rigorous and successful approach to the marketing of the school and recruitment of pupils
* Collect and review a rich set of data to understand the strengths and weaknesses of the pupil recruitment process
* Collect and use a rich set of data to understand the strengths and weaknesses of the school
* Demonstrate political insight and anticipate trends
* Engage the school community in the systematic and rigorous self-evaluation of the work of the school and work closely with Orbital Education to ensure that effective school self-evaluation informs school improvement priorities.
* Combine the outcomes of regular school self-review with external evaluations in order to develop the school
* Ensure effective and efficient procedures for recruitment of staff are implemented with particular attention to best safeguarding practices as is possible in an overseas setting

**3 Teaching and Learning**

This will involve the Headteacher setting clear, high expectations and monitoring and evaluating the effectiveness of learning outcomes.

The postholder will:

* Implement the principles and practice of effective teaching and learning and assessment of learning outcomes
* Demonstrate personal enthusiasm for and commitment to the learning process
* Access, analyse and interpret information
* Initiate and support research and debate about effective learning and teaching and develop relevant strategies for performance improvement and raising achievement of pupils
* Promote the use of new and emerging technologies to support teaching and learning

**4 Developing self and working with others**

The Principal / Headteacher will be effective and efficient at managing themselves and their relationships with all staff and partners connected with the school. He / She will be committed to continuing professional development for themselves and all others within the school.

The postholder will:

* Develop, empower and sustain individuals and teams
* Challenge, influence and motivate others to attain high goals
* Give and receive effective feedback and act to improve personal performance through a structured approach to performance management
* Accept support from others including colleagues and representatives from Orbital Education
* Acknowledge excellence and challenge poor performance across the school
* Ensure that, where appropriate, pastoral needs of overseas staff are considered, particularly those for whom the post may be their first overseas

# **5 Strengthening school within the Community**

The Headteacher will engage with the internal and external school community to secure a high profile and high status of the school within the community. This includes collaborating with parents, influential members of the expatriate and local community, businesses, embassies and other relevant agencies.

The postholder will:

* Recognise and take account of the richness and diversity of the school’s communities
* Engage in a dialogue which builds partnerships
* Listen to, reflect and act on community feedback where this can have a positive impact on the development of the school

**6 Financial management**

The postholder will

* Ensure local laws are adhered to utilising local staff and local professionals as necessary
* Liaise between above and Orbital Education staff
* Supervise accounting staff
* Assist in the preparation of the budget. In particular
  + pupil number forecasts
  + school fees
  + staffing plan costs
  + training plan costs
  + teaching materials
  + marketing budget and plan
  + school lunches
  + transport
  + hire costs
* Have responsibility for the performance of the school business against budget
* Review performance KPI’s with Orbital staff and other relevant employees
* implement actions supported / identified by KPI review
* Ensure all procedures and process authorisations are in place and adhered to
* Utilising local staff, ensure appropriate staff employment contracts are issued including correct issuance / renewal of visas for overseas staff

Fulfilment of the areas outlined above in this job description will be assessed through, for example, the regular reports Headteachers make to School Directors or their representatives and the visits to the school by Group personnel.

**Revised April 2016**

For and on behalf of:

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