



## **Job Description**

The Head Teacher will provide consistently high quality professional leadership for the School, securing continuing success and development. This will include the following:

1. Maintaining the vision of the School with its emphasis on nurturing the individual
2. Leading Teaching, Learning and Assessment
3. Leading and managing Staff including their CPD / courses / in-house training
4. Leading School development and being 'Inspection ready' in terms of ISI compliance
5. Working with the SENCO in respect of managing SEN provision
6. Liaising with local Authorities and other agencies
7. Marketing and recruitment of staff and pupils
8. Liaising with the Proprietors and Advisory Board
9. Working with the PTA
10. Organising and fronting all main School events.

The Head Teacher is accountable to the Proprietors of the School.

This job description is designed to outline the main duties and responsibilities associated with the post but it is not intended to be an exhaustive list of all duties performed. It may be subject to modification or amendment at any time after consultation between the post holder and the Proprietors.

## Leadership and Management

An inspirational leader who will manage the work of the school both strategically and on a day to day basis. This will involve maintaining its culture and ethos which places great emphasis on the academic and personal development of each individual pupil and promotes inclusivity. The Head Teacher must also support an approach which values pastoral care and emotional support as much as the promotion and nurturing of academic success. A creative thinker who can lead the School through the next stage of its development.

A caring and supportive Head who values Staff and is committed to their professional development and emotional well-being.

A confident and engaging public speaker who can host all School events. Be responsible for producing the School Development Plan in liaison with staff and the Proprietors.

Be responsible for liaising effectively with the School's Advisory Board.

Be responsible for maintaining excellent relationships with parents and the local community.

Be responsible for overseeing compliance of GDPR in conjunction with the School's Data protection Officer.

Work with the Proprietors to ensure that the School meets the Independent Schools' Standards and remains compliant. This also involves updating policies and being aware of new guidance.

Lead by example and support all staff within the School. This will involve motivating and developing staff and being a 'listening' colleague.

Lead the appraisal process and ensure a professional development programme for all staff which meets the needs of staff, pupils and the School.

Maintain relationships with staff unions and associations and other organisations representing staff in School.

Liaise effectively with Local Education Authorities who place pupils in School and provide all documentation associated with quality control required by commissioning officers.

Maintain an organisational and staffing structure which enables effective and efficient operational practice. This will involve deploying people and resources efficiently and effectively to meet specific objectives in line with the School's needs and within its financial context.

## Teaching and Learning

Continue to develop a safe, stimulating and responsive learning environment in which emphasis is placed on individual achievement and inclusivity.

Ensure appropriate differentiation in teaching, courses and resources in order to meet the needs of all pupils.

Implement and evaluate strategies which are intended to continually improve teaching and learning.

Monitor and evaluate classroom practice and standards of teaching to celebrate excellence and challenge under-performance.

Ensure that summative and formative assessment is used effectively to monitor pupil progress and to inform future teaching and planning.

Ensure that all data in relation to pupil attainment is used effectively through the School's tracking system.

Ensure that all staff have up to date training and skills in order to meet the wide needs of curriculum provision.

Work with the SENCO to ensure that information in EHCPs is translated into effective, supportive classroom practice.

Manage the Options process and timetabling on an annual basis.

### **Safeguarding**

Ensure that the School is safe for all pupils, staff and visitors.

Actively promote the health and well-being of all pupils.

Ensure that Safeguarding policies and procedures are compliant with KCSIE 2019.

Ensure that the School carries out its duties in relation to PREVENT duty.

Work with the DSL to ensure that Safeguarding is at the heart of the School's culture.

Liaise with the Advisory Board and Proprietors in addition to the DSL in respect of Safeguarding.

Ensure that all matters of Health and Safety are reported to the Proprietors and maintaining appropriate risk assessments.

Ensure that the School follows Safer Recruitment practices at all times.

### **Marketing and Community Links**

Ensure that the School is represented positively in the local community.

Effectively promote the School and its successes.

Work closely with relevant staff to market the School and to host Open Day / Evening events.

### **Accountability and Governance**

The Head Teacher is contractually accountable to the proprietors for the School and its work. The Head Teacher must also fulfil the wider accountabilities in relation to pupils, parents and other relevant groups.

Provide information, objective advice and support to the Proprietors and Advisory Board to enable them to meet their responsibilities.

Develop and present a coherent, understandable and accurate account of the School's performance to a range of audiences, including the Proprietors, parents, ISI and the DfE as required.

Work closely with the Proprietors and Advisory Board to secure a positive working relationship and attend all meetings.

The Head Teacher will be committed to continual professional development.