



Job Description for Head of Polwhele House

1. Consultation

'Consultation' where used in this Job Description, means the reasonable discussion of issues and the opportunity to make oral or written representations as to these issues.

The Head shall have direct access to the Chairman of the Managing Council (ManCo) and shall consult:

- ◇ With him and the ManCo on all matters affecting the duties of the Head;
- ◇ With the Bursar on all matters affecting the duties of the Bursar;
- ◇ With the Senior Management Team on all matters of actual or proposed policy and other matters of which the Senior Management Team should be aware.

The Head is entitled to be present at interviews for the appointment of a Bursar and to be consulted before an appointment is made.

The Bursar shall, save in exceptional circumstances, be entitled to be present at any consultation between the Head and the ManCo concerning the performance or conduct of the Bursar.

2. Leadership and management

The Head is responsible for:

- ◇ The leadership and management of the School as a whole and in particular of the pupils, the teaching staff and the parents;
- ◇ Planning the development of the school;
- ◇ Implementing and overseeing the policies, procedures, instructions and decisions of the ManCo from time to time;
- ◇ Maintaining high standards of management (including middle-management) teaching and pastoral care throughout the School.

The Head shall (where appropriate)

- ◇ Establish a satisfactory structure of middle management among the teaching staff and review the operation of middle management;
- ◇ Manage improvement and change throughout the School subject always to budgetary restrictions.

The Head shall ensure that the Senior Management Team meets at least once each week. The Head shall be entitled to chair each meeting and shall ensure that a brief minute of each decision is kept and circulated to the ManCo.

3. Strategic and Policy Matters

The Head is required to initiate matters of strategy and policy for consideration of the ManCo and to act in accordance with the budgets, policies, procedures, instructions and decisions of the ManCo (from time to time).

The ManCo is entitled, following consultation with the Head and for good reason to alter the powers, duties, responsibilities and restrictions delegated to the Head upon giving written reasons for any such decisions, if so requested.

4. The Teaching and Residential Staff

The Head is responsible, in relation to the teaching and residential staff, for:

- ◇ Their selection, appointment, obtaining of references and checks, job specifications and deployment and their dismissal or suspension in accordance with the disciplinary procedures from time to time laid down;
- ◇ The terms of their employment;
- ◇ Their management, supervision, performance and professional standards;
- ◇ Their appraisals, personal development plans, motivation and confidence in the management of the school.

The Head shall, within the prescribed budgetary limits, take advice from external professional advisers approved by the ManCo and shall consult with the ManCo about any employment dispute or issue which might give rise to unbudgeted expenditure.

The Head shall consult and involve the ManCo in the appointing process of a Deputy Head or a Director of Studies.

5. The Curriculum and Pastoral Care

The Head is responsible for setting the academic, games/sports and activities curriculum in accordance with the best modern education practice and the aims and objectives set by the ManCo and for preparing and resourcing a programme of extra-curricular and cultural activities for pupils and, where appropriate, for parents.

The Head is responsible for determining measures to be taken when promoting the following among the pupils:

- ◇ Self-discipline and proper regard for authority;
- ◇ Good behaviour of the pupils; and
- ◇ Good order and discipline at all times when pupils are present on the School premises and whenever the pupils are engaged in authorised School activities, whether on School premises or elsewhere.

The Head shall comply at all times with the ManCo's policy as to the discipline, suspension, rustication, removal or expulsion of pupils provided that no pupil shall be expelled by the Head without prior consultation with the Chairman of the ManCo (or with his deputy if the Chairman is unavailable) and in any event shall act fairly and in accordance with the principles and procedures of natural justice.

6. Communication and relations with parents

The Head shall use utmost endeavours to ensure that the School:

- ◇ Is conducted in a manner that is parent and pupil friendly;
- ◇ Operated efficiently and, within reasonable limits, in a manner convenient to parents and pupils;
- ◇ Communicates clearly and promptly with parents and pupils;

- ◇ Satisfactorily manages the expectations of parents and pupils;
- ◇ Has and operates in line with the School's policies, procedures for prompt handling of complaints or queries;
- ◇ Manages the relationship with parents effectively and retains the confidence of parents and pupils.

7. Marketing and Public Relations

The Head is responsible for representing the School in the community by:

- ◇ Ensuring that the School has adequate promotional literature presented to an appropriate high standard;
- ◇ Ensuring that the desired image and reputation of the School are adequately reflected in the quality of all printed materials going out of the School;
- ◇ Establishing and maintaining a visible presence in the 'market place' of the School and the school premises;
- ◇ Maintaining good relations and frequent contact with other schools;
- ◇ Bringing an appropriate 'marketing culture' to the School so that each member of staff and of the ManCo is aware of the contribution he/she can make to the promotion of the School;
- ◇ Maintaining good relations with parents, prospective parents, the authorities and the media;
- ◇ Recruitment of pupils with the object of keeping the School full, consistent always with the standards set by the ManCo;
- ◇ Drawing up, in consultation with the Senior Management, and presenting to the ManCo and implementing a sound and appropriate Marketing Plan.

8. Quality

The Head is responsible for standards at the School so as to ensure that each employee:

- ◇ Receives a proper induction and is well motivated;
- ◇ Is 'parent and pupil driven';
- ◇ Knows the aims of the School and has a Personal Development Plan setting out general and specific goals and targets agreed with his/her manager;
- ◇ Knows the contribution expected of him/her and has agreed success measures which are reviewed in the course of regular appraisals;
- ◇ Is provided with a training programme in relation to relevant academic and pastoral matters and relevant aspects of marketing and relations with parents;
- ◇ Is able to achieve his/her full potential.

9. Professional Development

The Head shall:

- ◇ Undertake at least 20 hours of formal training per year in relevant disciplines including academic and pastoral matters, management, marketing and public relations, technology and legal and accounting updates and where appropriate video training for presentations and such other training as may be necessary for the better performance of the Head's duties;
- ◇ Maintain a Professional Development Plan;

- ◇ Be appraised once per year or more frequently by a member of the ManCo (and one external appraiser, both selected by the ManCo subject to the approval of the Head).

10. Advising the Managing Council

The Head is responsible for and shall in relation to any meeting of the ManCo or any committee or group established by the ManCo:

- ◇ Advise the ManCo in the exercise of their functions;
- ◇ Attend each such meeting;
- ◇ Submit items for the agenda of all meetings.

The Head shall have the right to speak at meetings but may on being given reasonable notice be required to withdraw from a meeting of the ManCo for such reasons as they may decide.

11. Child Protection

The posts holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Safeguarding Policy at all times (copy attached). If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead and to the ManCo.

Person Specification

Job title: Head

Attributes	Essential	Desirable	How identified
Relevant experience	Have a proven track record in teaching and senior leadership.	4-5 years of senior leadership experience in an independent prep school. Working knowledge of EYFS, Key Stages 1, 2, & 3, including CE and scholarship syllabuses.	Application form Interview
Education and training	Have a good honours degree with recognised teaching qualifications.	Additional educational qualifications, e.g. NPQH or Med. Undertaken ISI inspector training.	Application form
Special knowledge and skills	Be a natural leader and able to speak in public. Have the ability to communicate effectively with adults and children in different situations and have good interpersonal skills. Be able to support and delegate, as well as manage. Have knowledge of current developments and challenges in independent prep school education. Good problem-solving strategies.	Financial, business and marketing knowledge and skills.	Application form Interview
Any additional factors	Be sympathetic to the Christian ethos of the School. Self-motivated. Ability to work to deadlines and methodical approach to work.		Interview

	A flexible approach to work. Good sense of humour.		
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Polwhele House
January 2018