

Head of School's Job Description

The School's Philosophy and Major Policies

Since the head of school must lead the school in the implementation of the school's philosophy and in applying its major policies, he/she should be fully conversant with them, feel that he can support them enthusiastically, do his/her best to make sure that the whole school community takes them to heart and put values and principles of the school into practice in his/her daily life so that he/she becomes a leading example for both pupils and staff.

Proposals for changes in the school's educational philosophy or policies must be submitted to the governors for approval.

Pastoral and Disciplinary Matters

The head of school should ensure that the moral and personal development plan of the school is being applied and that the school's philosophy as regards the care and development of the pupils is being put into action. He/she should pay special attention to the work of the psychologists, the guidance counsellor, form teachers and tutors and should himself/herself act as an effective leader both in work and in example. He/she should do whatever is in his/her power to make sure that the school is actively working towards the formation of young people whose values and ideals closely reflect those of the school's student profile.

The head of school is ultimately responsible for the discipline of pupils, although most of the day-to-day work is carried out by teachers and heads of sections. In situations of crisis and in the case of intractable group or individual problems he/she will, of course, have to take a more active role. He/she should at all times ensure that school rules are being observed and also should take active steps to promote a positive approach to discipline.

Should the head of school wish to make changes in the school rules or in the moral and personal development plan, he/she should discuss his proposals with the Senior Leadership Team and obtain approval from the Board before implementing his decision.

Community Service

The school places great importance on its community service projects. The head of school should be an active supporter of these projects and should oversee the successful organisation and development of community service in general. He/she will be expected to sit on the Board of the "Corporación Ermita de San Antonio", which has overall responsibility for the running of Betterland School, which caters for children from underprivileged families and works closely with Redland School.

Religion

Since Christianity has always been the basis of the school's educational philosophy, it is essential that the head of school will, at the very least, be sympathetic towards it and willing to encourage religious activities in the school. Ideally, he/she should be able to deliver readings from the Bible or on Christian themes at some assemblies, talk about these

readings and lead prayers. He/she will be expected to attend the few official services organised for the Redland community, such as first communion, confirmation and two masses in the year. He should also be aware of and cater for those who are not Christian.

Representation

The head of school, as the principal visible representative of the school, has an important public relations role and should be aware of the need to take advantage of opportunities to augment the prestige of the school in the outside world. This may be through personal attendance at functions, through ensuring that the school's information services and publications are adequate or in any way that he/she may deem advisable.

Curriculum, Teaching Programmes and Timetable Structures

It is the head of school who decides on changes in the curriculum, but he/she should only make such changes after discussion with the Senior Leadership Team, and, in the case of major change, he must obtain the consent of the governors. In many cases it will be advisable to bring such matters to a staff meeting or to consult certain groups of staff. Any such changes must be in accord with the school's philosophy and the strictures of the Ministry of Education and the International Baccalaureate Organisation (where appropriate).

The head of school is responsible for the annual class timetable and should be in charge of its construction or at least involved in its preparation, to an extent which will give him/her full understanding of all its implications.

International Baccalaureate

The school has applied the International Baccalaureate diploma programme since 1986, the Middle Years Programme since 1997 and the Primary Years Programme since 2015.

The head of school is expected to do his/her best for the development of these three programmes within the school and to participate as fully as possible in the activities of the Chilean IB Association, which was initiated several years ago by the founding head of the school.

Pupil Assessment

The school must present every year a student assessment plan to the Ministry of Education. This is usually constructed by the Technical Pedagogic Unit, on the instructions of the head of school, who has discussed the matter with the SLT. It is the head of school's responsibility to ensure that the assessment system of the school is fair and designed as well as possible to help achieve the aims of the school, at the same time complying with the requirements of the Ministry of Education and the IB Organisation. The head of school should also ensure that teachers understand the system and are applying it correctly.

Reports

The head of school will take the final decision on the format for individual pupil reports. He/she should also check that the reporting system is functioning adequately and should himself/herself read through and sign the reports of at least two classes in each section in each reporting period.

Pupils

The head of school will set up selection processes for filling vacancies in the student body, decide on appropriate advertising, if necessary, and determine which staff will participate in the process. His/her decision, as to which applicants are offered places, is final.

In the case of suspensions, the head of school will always be consulted by the head of section before a decision is taken. He/she will normally accept the head of section's recommendation, so long as it accords with the school rules, but he/she may insist on his/her own point of view being accepted.

In the case of expulsions, the head of school is fully responsible, but he/she must consult the Senior Leadership Team and Teachers Council before taking action. In most cases the recommendation for action to be taken will come from the head of section.

In all cases the school's rules and procedures must be applied to the letter in order to comply with local regulations and avoid legal action against the school.

Personnel

The head of school has the responsibility of appointing and dismissing teaching and pro-teaching staff. However, when appointing, he/she is expected to involve the Senior Leadership Team and the respective head of department. Likewise, when dismissing, he/she should consult the Senior Leadership Team and, when appropriate, the head of department before taking action.

The head of school is responsible for deciding how the search for new teaching personnel should be carried out, for advertising and for setting up the selection process.

In the case of moving teaching staff from one post to another - for instance appointing a head of department from within present staff - the head of school should consult the Senior Leadership Team before taking a decision.

In all these cases the head of school's decision is final, although in exceptional circumstances the governors have the right to override it.

In the case of the appointment and dismissal of administrative or service staff, the responsibility is normally in the hands of the General Manager. However, all decisions of this nature will, before being put into effect, be brought to the attention of the head of school, who may, if he/she so wishes, insist on his/her point of view being respected.

Once again, in exceptional circumstances, the governors have the right to override such decisions.

The governors will expect to be informed of any staff dismissals, resignations and appointments. In the case of members of the Senior Leadership Team, it is the Board of Governors that decides on appointments and dismissals, but will expect to receive recommendations from the Headmaster.

Staff Development

The head of school should develop, oversee and participate in the school's staff appraisal and professional development plan, making any modifications of the plan that he/she esteems necessary.

Although most in-service training is proposed by the departments, the head of school should ensure that suitable in-service training is actually taking place and he should set up internal programmes whenever necessary to answer widespread needs of the staff or of the school. This must be done in conjunction with the 'Comité Bipartito', a committee made up of school staff representatives and school management representatives, that produces the school staff development programme.

Staff Meetings

The head of school will normally be present at staff meetings, presiding over general staff meetings and deciding on the agenda. Section staff meetings are usually chaired by the head of section, but the head of school may insist on chairing all or part of such meetings from time to time. As regards other staff meeting (tutors or form teachers, for example) the head of school should decide who will be in the chair and who will set the agenda, though this will usually be discussed first with the Senior Leadership Team.

The head of school, in consultation with the Senior Leadership Team, should decide on the programme of staff meetings for the year. This programme should include at least three full teaching staff meetings in the year, in which staff participation is fundamental.

Parents

The head of school is expected to encourage parents to support the school's policies and to participate in activities which are open to them, such as community service, accompanying some trips, supporting sports teams during matches, working on committees and attending parents' meetings organised by the school. The head of school will attend many parents' meetings and will, in particular, meet regularly with representatives of the Parents' Association's executive committee. He/she will also lead meetings for new parents or prospective parents, at which the school's philosophy and its application are explained.

Communication

Regular effective communication with the school community as a whole, through bulletins, circulars, newsletters, website or other means is essential.

Association of British Schools in Chile

The head of school will be one of the official representatives of the school to this association. He should attend General Meetings (thrice in the year) and meetings of heads of schools as frequently as possible and should be willing to participate fully, accepting positions of responsibility if his/her other functions allow for this. He/she should ensure that the school maintains its traditional standard of participation at both student and teacher levels. The school is a founder member of this association, which was initiated in 1977.

Latin American Heads Conference

The founding head of school was a member of this organisation since its inception. It is assumed that the new head will also be invited to join, as was the present head. This means, at the least, participating in the AGM and conference for heads once a year and deciding whether staff and pupils should attend the other activities offered.

Alumni

The headmaster will be expected to promote and strengthen links between the school and its former pupils, by maintaining and improving the activities that are currently organised for this purpose and adding new alternatives when possible.

Desk Duties

The head of school will have to deal with correspondence and also sign a variety of documents and forms. He/she can count on the support of a full-time bilingual secretary.

Teaching

It is hoped that the head of school will want to undertake a limited amount of teaching on a regular basis, but this is open to discussion.

School Development Plan

The head of school will be expected to produce and update the school development plan, with the help of heads of sections and contributions from the various academic and non-academic departments. This plan should have the approval of the governors before being put into action.

The school has been carrying out an ambitious programme of renewal and extension of its infrastructure, which includes relocating the Junior School in new buildings on the main school campus and constructing sports pitches on a site acquired some years ago. These developments may well lead to major reorganization of the school.

The new head of school will be expected to take a leading role in this process.

The Head of School and the Governors

The head of school is responsible to the Board of Governors for the successful management and development of the school. He/She will normally be invited to attend governors' meetings, for the whole meeting or part of it, depending on the Board's agenda. He/she should keep the governors informed of major occurrences in the school and should be willing to give regular reports at meetings. The meetings take place at least once a month during the school year.

In the daily running of the school, the General Manager, who is a Board member, will have the right to caution or stop the implementation of decisions that are not in line with the school's ethos. In case of serious disagreement, the matter in question can be consulted with the full Board.

General

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This job description covers the main areas in which the head of school will be involved, but he should realise that, as the overall leader of the school community, he/she is responsible for the general well-being of the institution and its members.