

KINGSDALE FOUNDATION SCHOOL

DIRECTOR

The precise responsibilities of the post will be adapted as far as possible to meet the strengths, skills and interests of the successful candidate and will be reviewed regularly. We wish to appoint a candidate who is interested in all aspects of Senior Management and is keen to develop experience by rotating responsibilities over a period of time. Candidates should be interested in the work of the whole school, its pupils, parents, community and context and be prepared and able to support all regular or special extra-curricular events. As a self-managing school, all senior staff share responsibility for keeping the School under review – the ethos, discipline and tone, strategic planning and other developments.

JOB DESCRIPTION

Duties

The Director will carry out his/her professional duties in accordance with and subject to the National Conditions of Employment for Assistant Headteachers as adopted by Kingsdale and the Instrument and Articles of Government for the School.

Responsibility for safeguarding and protecting the welfare of all pupils, staff, visitors and members of the community inside or in the vicinity of the school.

The Director will be a member of the Senior Management Team and share the following responsibilities and accountabilities;

1. To deputise for a Deputy Headteacher as appropriate or as required.
2. To be interested in all aspects of Senior Management, the work of the whole school, its pupils, parents/carers, community and context.
3. To actively contribute to establishing a well organised, orderly, stimulating, hard working and supportive learning environment, taking responsibility for day-to-day decisions.
4. To develop and support with the Senior Executive Team, the aims and curriculum philosophy of the school.
5. To play a major role in the organisation, implementation and management of curriculum and pastoral policies, including discipline.
6. To work with the Headteacher to ensure that the whole school population is catered for in the curriculum and in social organisation, seeking always to ensure that the organisation and policies do not promote institutional discrimination.
7. To implement strategies to combat discrimination i.e. on the grounds of race, gender, class, special needs, disability etc.
8. To accept or relinquish senior management or other responsibilities on a revolving basis as determined by the Headteacher after consultation.
9. To play a major role in ensuring positive outcomes to external inspections, audits, assessments, visits and tours.
10. To promote the good name of the School and to prevent the institution being brought into disrepute.

11. To secure commitment to the School's vision, aims and objectives.

Teaching

1. Participate, to such an extent as may be appropriate having regard to other duties, in the teaching of pupils at the School, including the provision of cover for absent teachers.
2. Under the general direction of the Headteacher to deliver and participate in assemblies.

Leadership and Management of Pupils' Attainment, Attendance and Progress.

1. Determine, implement and monitor systems for improving pupils' attainment and progress.
2. Determine and implement systems for monitoring standards of behaviour and discipline.
3. Determine and implement systems for monitoring standards of attendance and punctuality.
4. To have specific responsibility for ensuring individual pupil learning needs and achievement are recognised, supported and met and individual progress is monitored.
5. Responsibility for ensuring there are appropriate programmes and systems in place to support the educational, vocational and personal development needs of pupils.
6. Monitoring, analysing and acting upon present pupil performance to raise standards further.
7. Responsibility for target setting, pupil progress objectives and value added analysis.
8. Liaison with feeder schools to analyse pupil performance data, and plan for their learning needs on entry to Kingsdale School.

Leadership and Management of Staff

1. Ensure high standards of teaching.
2. Lead, motivate, deploy and manage staff and faculties.
3. Assist in establishing an appropriate staff structure, define staff tasks, responsibilities and job descriptions.
4. Participate in and advise Governors and the Headteacher on the selection and appointment of high quality staff.
5. Develop and implement policy and procedures for staff development, appraisal and support. Management and implementation of staff Performance Management procedures.
6. Responsibility for quality assurance and compliance of senior and middle managers with the agreed management systems.

Leadership and Management of Curriculum

1. Take a lead in raising achievement and attainment in the School.
2. Responsibility for implementing and reviewing the curriculum to ensure breadth, balance and relevance to all pupils whatever their abilities, aptitudes and needs.

3. Take responsibility for the implementation of national initiatives and work related curriculum developments.
4. To monitor, supervise and support pastoral and departmental areas/faculties.
5. To raise the quality of teaching and learning.
6. To ensure that up to date and effective schemes of work are in place.
7. To ensure that all school and statutory policies, protocols and practices are in place and effectively carried out.

Financial Management

1. Take responsibility for the management of delegated sections of the School's financial resources and to oversee the work of the School's financial advisers.
2. Determine short, medium and long term priorities for the School within designated areas of responsibility, having regard to any financial implications and the ability to meet these from foreseen income.

Leadership and Management of Resources and Premises

1. Play a leading part in ensuring the development, maintenance, security and safety of the school buildings, grounds and equipment.

Leadership and Management of the School within the Community

1. To organise public functions or events.
2. Establish and maintain communication with employers, links with supporting external agencies and the media.
3. Represent the School positively to other groups and within the local community, including primary liaison.
4. Support and encourage the involvement of parents in the life and work of the School through the medium of the Parents Forum and by other appropriate means.
5. Promote links with feeder primary schools.

Leadership, Management and Governance

1. Advise and assist the Governing Body and the Headteacher in the exercise of their functions.
2. To play a major role in developing, co-ordinating, implementing, monitoring, reviewing and evaluating the School Development Plan and Action Plans, and to take a lead on key activities.
3. To attend and chair, where appropriate a range of meetings inside and outside of the School.
4. To carry out professional duties, particularly assigned by the Headteacher, which should assist the Headteacher in managing the School.
5. To undertake any professional duty of the Headteacher which may be delegated by the Headteacher.
6. To take on additional responsibilities as requested, from time to time, by the Headteacher.

PERSON SPECIFICATION AND SELECTION CRITERIA

You are required to respond to the starred (*) criteria only, in no more than 3 sides of A4 paper. Other selection criteria will be assessed during the interview and selection process.

A. Qualifications and Experience

1. *Qualified Teacher Status. Well qualified with recent evidence of relevant teaching in a multi-ethnic environment and of continued professional development, particularly in the field of school improvement and in the use of new technologies.
2. To satisfy the conditions of employment for a classroom teacher – please refer to the job description and selection criteria for a classroom teacher.
3. *To satisfy the standards for members of the Senior Management Team – see attached.
4. *Excellent classroom teacher with substantial successful teaching experience in the age range.
5. *A minimum of three years proven successful leadership and management experience as a member of a School's Senior Management Team. Must be able to demonstrate a very strong, measureable, individual record of success.
6. *Evidence of having initiated or implemented successful whole school projects or programmes.

B. Knowledge and Understanding

1. *Knowledge and understanding of major educational issues and developments.
2. *Evidence of a commitment and contribution to equal opportunities policies and practice, and an understanding of their effective operation within schools to address issues of race, gender, class, special needs, disability, etc.
3. *To understand the issues involved in the development and implementation of whole school policies and procedures.
4. To demonstrate a good knowledge of curriculum organisation for the age ranges of pupils in the School.

C. Skills

1. Evidence of the ability to communicate clearly both orally and in writing with a wide variety of audiences such as staff, pupils, parents, governors, the LA and the wider community, both formally and on informal occasions. Must have high quality self-presentation skills and a sound understanding of the procedures that are necessary for communication and consultation with these groups.
2. Excellent public speaker with the ability to deliver high quality assemblies.
3. Evidence of strong consultative and negotiating skills. The ability to develop and maintain good relationships with all members of the school community, the wider business community and to work co-operatively with external agencies.

4. *The ability to work effectively as a member of a team and the capability to work constructively and well with the Headteacher, the School's Senior Executive Team and to play a creative role in policy debate.
5. Evidence of the ability to build constructively on strengths, tackle weaknesses, ensure appropriate professional development and expect the highest performance from all staff.
6. Have excellent leadership and management skills and qualities with pupils and adults.
7. Have highly developed interpersonal skills and the ability to enthuse and motivate both adults and pupils.
8. Proven ability to work with problems concisely and coherently and to provide appropriate strategies and solutions.
9. Have well developed ICT competence.
10. *Have excellent time management and administrative skills and the ability to meet deadlines.
11. *To pay attention to detail and have excellent school promotional, public relations and marketing skills.
12. *To exercise initiative to 'make things happen' and to minimise risk.

D. Leadership and Management of Pupils' Attainment and Progress

1. Evidence that s/he is concerned about individual needs and regards personal achievement for each individual in the school community as a high priority.
2. Evidence of the ability to inspire high levels of performance in pupils; the ability to analyse the complexity of issues relating to pupils' attainment and progress and develop effective and creative responses.

E. Leadership and Management of Staff

1. Proven managerial and organisational skills both in terms of leading and ensuring an effective environment for learning.
2. Evidence that s/he will address problems and resolve conflict by applying skills of leadership, arbitration and reconciliation.
3. Evidence that s/he is able to lead by example, a team worker but also a self-starter who motivates and gets results.
4. The ability to handle difficult situations effectively with subtlety and sensitivity. Positive, optimistic and approachable with a commitment to equal opportunities and high achievement.
5. *Must have the ability to implement effectively Performance Management. Capability and Disciplinary Procedures where appropriate and to be highly skilled in the management of staff performance.
6. *Must have the ability to hold managers to account in an effective and sustainable fashion.

F. Leadership and Management of Curriculum

1. Evidence of depth of knowledge of the National Curriculum and sound experience of curriculum delivery, monitoring and assessment.
2. Evidence of the ability to analyse complex curriculum issues and develop effective and creative responses, evidence of the skills necessary to

communicate effectively about curriculum, both within the School and in the community, for example to parents.

3. Evidence of and/or the ability to initiate, manage and implement successful curriculum development or change for the benefit of the pupils.
4. *Up to date knowledge of local and national curricular developments and statutory compliance issues.

G. Financial Management

1. The ability to manage resources efficiently and effectively ensuring Best Value.
2. Financial management experience and understanding. The ability to analyse complex issues and develop effective and creative responses.

H. Leadership and Management of Resources and Premises

1. *The ability to analyse complex issues relating to resources and premises and develop effective and creative responses. Concern for the quality of the school environs and maintaining Kingsdale's status as a school with an exemplary learning environment and award winning buildings.

I. Leadership and Management of the School within the Community

1. Awareness of and ability to promote the School's role within the community.
2. Evidence that s/he will establish effective links with the community.

J. Personal Qualities

1. Evidence of the personal and intellectual qualities required to set an example to others and to lead a team, including presence, flexibility, enthusiasm, energy, maturity of approach and the ability to inspire confidence, respect and trust.
2. Evidence that s/he is articulate and inspiring, stable and supportive.
3. *Evidence that s/he has excellent health, attendance and punctuality.
4. Evidence of ability to grapple with priority issues and be adaptable and responsive to circumstances.
5. Evidence of the ability to gain and maintain the confidence and respect of more senior staff, other colleagues, pupils, governors and parents, and is a balanced decision-maker with consistency of judgement and inner integrity.
6. Evidence that s/he will have due regard for existing good practice and will implement any necessary change with foresight and sensitivity.
7. Possesses humour, warmth and a love of children.
8. Be a team player and to be discreet.
9. *Have a propensity for hard work. Proven ability, energy and stamina to manage stress and a heavy workload and to work well under intense pressure.
10. Willingness to accept responsibility for corporate decisions and to promote positively the corporate image and good name of the School within the community.

11. Willingness and ability to attend additional meetings and events as requested or required by the Headteacher
12. Ability and commitment to setting an excellent personal example.
13. Have the potential to progress to headship
14. *Consummate professional, prepared when necessary to work beyond the call of duty for the benefit of the School and pupils.

K. The Director will have specific responsibilities as follows;

1. To be or not to be a Director of a faculty/team.
2. Accountability for a minimum of three Senior Management Responsibilities as assigned by the Headteacher/governing body.
3. To accept or relinquish senior management or other responsibilities as determined by the Headteacher.
4. To be or not to be a member of the Senior Executive Team as determined by the Headteacher.

L. To have the ability to do the job description - This will be assessed further at interview.

- M. *The Director will have strengths in at least 5 areas of school leadership and management. Please list 5 areas which you consider to be your personal strengths in school leadership and management.**

Standards for members of the Senior Management Team

A. Competencies

The teacher must demonstrate that she/he:

- Identifies solutions to problems and takes responsibilities for making decisions;
- Thinks beyond the immediate situation and identifies new and improved ways of doing things;
- Sets high standards for her/himself and others and ensures they are achieved;
- Communicates effectively both orally and in writing, capturing the interest and enthusiasm of different audiences;
- Is able to persuade and influence other people;
- Continually encourages others to perform to the best of their abilities and challenges under-performance;
- Builds and contributes to highly effective working relationships with individuals, within, and across teams;
- Demonstrates self-confidence in her/his ability to succeed, maintaining energy and enthusiasm in highly challenging situations; and
- Shows a commitment to her/his own learning and takes responsibility for her/his own professional development

B. Values

The teacher must demonstrate –

- Integrity and fairness in her/his dealings with others;
- Commitment to working with children; and
- A passion for learning and education