



# JOB DESCRIPTION

**Job title:**

**Head of Secondary School and Sixth Form**

**Reporting to:**

**The School Principal**

## *Safeguarding*

*"Safeguarding ... relates to the action taken to promote the welfare of children and protect them from harm. Safeguarding is everyone's responsibility. Safeguarding is defined as:*

- *protecting children from maltreatment*
- *preventing impairment of children's health and development*
- *ensuring that children grow up in circumstances consistent with the provision of safe and effective care and*
- *taking action to enable all children to have the best outcomes" (Gov.UK 2014)*

*At Laude San Pedro safeguarding is everyone's responsibility and all members of staff must be fully aware of and complete their obligations.*

## **Job Summary**

The Head teacher in Secondary School and Sixth Form consistently works towards outstanding performance across all professional standards, ensuring safeguarding, successful pupil outcomes and the recruitment and retention of outstanding teachers.

## **Key Responsibilities**

- To collaborate with the Laude Senior Leadership Team and work to ensure the delivery of the school's commitment for continuous improvement.
- To positively and proactively lead staff and students so that the school vision and values are tangible.
- To help students learn and progress to meet their targets.
- To lead the sustained improvement in external and internal examination results.

## **Leader of learning and pastoral care**

- Lead by example in their teaching, modelling school learning principles.
- Provide a focal point for students, parents and staff to ensure behaviour for learning is consistent and effective.
- Lead of the evaluation of pupil progress, attainment and suitable intervention.
- Organise and lead assemblies.
- Make sure that the school initiatives are put into action with clarity and consistency, and take the lead to set colleagues an example e.g. sanctions and rewards.
- Inspire confidence for teachers in the team to be able seek support and advice by their own high quality academic and pastoral care.
- Monitor the standards of behaviour across the school.
- Monitor the standards of learning across the school.
- Liaise with exam officers for key stage requirements as required.
- Organise and lead educational workshops for stakeholders.
- Lead transition day(s) to enable smooth transition into new key stage.

## **Leading people**

- Lead the team with energy and enthusiasm.
- Be reliable and show integrity to inspire confidence.
- Support colleagues with tact and magnanimity.
- Anticipate and solve problems.
- Take difficult decisions with Secondary School Leadership Team (SSLT) and handle consequences with diplomacy.
- Hold staff to account in a professional manner.
- Find ways of involving parents in school life and their children's education.
- Inform parents of problems promptly and tactfully, then work with them to find a positive solution.
- Stay calm and handle stressful situations with diplomacy.

## **Senior leadership**

- Take an active part in the whole school community and diary of events.
- Show initiative in suggesting improvements and changes to aid the efficient and effective management of the school.
- Be a supportive, observant and sensitive colleague.
- Take an active and visible role within the school community and throughout the school day.

### **Day to Day**

- Promote and coach/manage staff to consistently uphold school policy and protocols.
- Deal with pastoral issues.
- Complete Learning Visits and processing documentation to offer feedback/coaching on the quality of learning.
- Be available in corridors during the start/end of lessons.
- To help staff integrate new students into the school.
- To maintain accurate records by recording on school systems.

### **Managing resources**

- Oversee all aspects of the Secondary school organisation & management, including preparing agendas and chairing meetings.
- Be organised and use time well – keeping to deadlines.
- Be proactive in managing the key-stage diary and keeping team colleagues informed.
- Lead SLT meetings to keep consistency and continuity of approach in line with secondary school calendar.
- Oversee the writing of reports.
- Create the whole Secondary school timetable, liaising with HoDs for effective deployment of staff.

### **Other professional requirements are to:**

- Operate at all times within the stated policies and practices of the school.
- Endeavour to give every child and colleague the opportunity to reach their potential and meet high expectations.
- Contribute to the life of the school through effective leadership and participation in meetings and management systems necessary to co-ordinate the management of the school.
- Ensure your own professional development.
- Develop appropriate liaison with all teaching and support staff.
- Liaise effectively with parents and actively promote their involvement in the life of the school.

## Person Specification

### Education Experience and Skills:

#### Essential:

- Fully qualified teacher.
- Native level of English.
- Successful experience in senior leadership in a UK school or within the National Curriculum for England Wales.
- Full understanding of Equal Opportunities and ability to implement in everyday practice.
- Record of leading relevant extracurricular activities/events.

#### Desirable

- Experience of academic senior leadership in a UK school or within the National Curriculum for England Wales.
- The ability to teach either English or Biology would be an advantage.
- Ability to speak Spanish or a willingness to learn Spanish.
- Further qualifications and track record of professional development.

### Competencies for the Role:

#### Role Specific

- To be approachable to children, parents, and staff.
- To be able to lead professionally as part of a team.
- To be flexible, friendly and cooperative when working with colleagues.
- To communicate clearly to families, pupils and staff and resolve any issues quickly and professionally.
- To communicate effectively.

At Laude San Pedro we have high academic expectations for all of our students. Our vision is that every child will achieve more than they dreamed possible, in a happy and inclusive environment where everyone is supported and encouraged to excel.

In addition, our whole community shares a common understanding of the personal qualities and values which we hope all of our students will demonstrate and uphold.

- Loyalty
- Aspiration
- Unity
- Determination
- Empathy

Signed: ..... Date: .....

Name (Print): .....