

## Job Description

## **HEAD OF RUTHIN SCHOOL**

## **Overview**

#### Job Title

Head of Ruthin School

#### Reports to

Chair of Council of Management

#### Staff supervised

Deputy Heads and all Academic and Pastoral staff

### **Key Relationships**

Bursar, Members of Council of Management, Regulatory Authorities, Support Staff, Students, Parents

#### **Purpose**

To provide clear vision and inspirational leadership in line with the strategic objectives, mission and values of Ruthin School.

Categories	Core Competencies	Key Accountabilities
Leadership and operations	Lead Ruthin School's Senior Leadership Team, ensuring full contribution from all members in strategic planning, policy and executive DECISION MAKING, in order to meet the current and future needs of the school.	Play the leading role in the school's STRATEGIC PLANNING process, in collaboration with the SLT and Council, ensuring key objectives are implemented and reviewed in a timely and efficient manner.  Take LINE MANAGEMENT responsibility for the Deputy Head positions.  Take oversight of the annual APPRAISAL PROCESS throughout the pastoral and curricular areas, with direct responsibility for DEPUTY HEAD positions.  With the Bursar lead the school MASTERPLANNING process, in collaboration with the Finance and Estates Sub- Committee and SLT.
Change Management	With the Council of Management and Bursar, lead the process of CHANGE MANAGEMENT as the school transitions from recovery state to a growth state	Advise the Council of Management on what action is needed to move into a position of CONSOLIDATION and GROWTH.  Take a strategic role in leading the staff on the journey, ensuring BUY-IN and on future plans.  Demonstrate CONFIDENCE and VISION in all interactions, both internally and extern







Categories	Core Competencies	Key Accountabilities
Communication	Work closely with Council and SLT to promote the school to key stakeholders both within Ruthin School and the wider community beyond.	Working with the Bursar to oversee the development of PROMOTIONAL materials and RECRUITMENT literature and play the key role in attendance at fairs, conferences and workshops.  Ensure the AIMS and OBJECTIVES of the school are distributed and valued among all stakeholders, both inside the school, with students, colleagues, and in the wider community of parents, partner organisations and agents.  Ensure the REPUTATION of the school for excellence in a globalised education market.
Compliance	Take full responsibility for guiding senior leaders to ensure the maintenance of a professional and fully COMPLIANT school	Ensure the curriculum is fully COMPLIANT with ISS (Wales) 2003 and subsequent iterations.  Ensure the pastoral side of the school is fully COMPLIANT with 'Keeping Leaners Safe' and subsequent iterations  Through the Deputy Heads take full responsibility for ensuring that the pastoral and curricular meets and fully exceeds the standards of regulatory bodies, particularly ESTYN and CIW, with the aim of achieving EXCELLENCE in all areas.  Ensure both Deputies are fully conversant with the REGULATIONS and REQUIREMENTS of statutory frameworks and that information is disseminated in a timely and effective manner to key people in the leadership chain.  Promote the dissemination of KNOWLEDGE and INFORMATION throughout the school, to ensure that INFORMED DECISION MAKING takes place in a DELEGATED way at the most appropriate level.
Culture	Create and develop a culture of COLLABORATION, DELEGATED decision making, TEAMWORK and COOPERATION where accountability and engagement occurs throughout the LEADERSHIP SPINE.	Demonstrate leadership and accountability and promote high standards of professional CONDUCT and BEHAVIOUR in all staff, in accordance with EWC competencies and the school Code of Conduct, to ensure that an open atmosphere of debate and informed decision making takes place at all levels.  Create a safe and inclusive atmosphere in the curriculum where SAFEGUARDING is a core priority, that everyone understands their responsibility to the welfare of the community and where concerns about students and the behaviour of practitioners are REPORTED in a TIMELY manner.  Demonstrate leadership and accountability in creating an atmosphere of COLLABORATION and INCLUSIVITY throughout the staff, where all staff are fully engaged in the decision-making process.

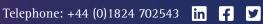




Categories	Core Competencies	Key Accountabilities
Teaching and Learning	Develop a culture of HIGH performance and LIFELONG LEARNING in the pursuit of excellence throughout the school	Ensure EXCELLENCE is established throughout the education programme in both teaching and learning, in accordance with innovation and best practice in STUDENT CENTRED LEARNING.  Be responsible for STAFF DEVELOPMENT across the school, ensuring that the understanding and skills of staff are current, and that Ruthin School embraces an OPEN EXCHANGE of knowledge and ideas.
Strategy, Finance, Decision Taking & Communication	Strategy Finance People Communication Organisation Value Marketing Profile & Networking	Develop clear, strategic plans to realise the vision and achieve the aims Play the leading role in the school's STRATEGIC PLANNING process, in collaboration with the SLT and Council, ensuring key objectives are implemented and reviewed in a timely and efficient manner.  Working closely with the Bursar, demonstrate strategic financial skills to build a strong school ensure its continuing success; increase pupil numbers where appropriate  Recruit, retain and develop an excellent team  High level of communication and presentational skills  Support and enable the school to achieve and develop its mission  Ensure the school gives value for money  Recognise and anticipate shifts in the marketplace, government, economics and political environment and develop positive responses to these changes  Raise the profile of the school in the community; establish valuable links and networks with external organisations

# **Candidate Specification**

Qualifications					
Essential	Desirable	Evidence			
Educated to degree level  Recognised teaching qualification	Post-graduate degree  Professional qualification leadership and management (although the successful candidate will be expected to work towards additional qualification)	Application form Qualifications check			





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(Drive, values, influence, teamwork)

# **Benefits**

In addition to a competitive salary and an opportunity to live in one of the most beautiful parts of the United Kingdom, the package of benefits includes:

# Benefits

Accommodation for the Head and their family within the school grounds

Fee concessions at Ruthin School for the postholder's children

Membership of the school's pension scheme for teachers (currently APTIS)

Private Health Insurance



