



## Job Description

## Head Teacher

### PRIMARY PURPOSE OF POST:

The Head Teacher will provide effective, dynamic and inspirational leadership and management. He/she will set the vision and values to ensure high academic standards within a broad and integrated creative curriculum, while promoting and safeguarding pupil welfare.

**RESPONSIBLE TO:** The Principal

### MAIN DUTIES:

#### Ethos and vision

- Ensure the schools vision is clearly and effectively shared and understood within the school and the wider community
- translate the vision into plans and practices which will ensure school improvement
- promote, by example, a culture of high expectation, encouragement and motivation.

#### Professional duties

- Ensure that the school works within the legislation and guidance pertaining to Independent schools
- analyse, identify and plan for future needs and school improvement
- ensure pupil achievement through rigorous monitoring of Teaching and Learning and assessment of pupil progress
- monitor progress toward agreed objectives; evaluate and review priorities and targets
- ensure that Parsons Green Prep School policies and procedures are followed throughout the school
- report to the Principal on the educational standards, achievements and challenges of the school in order to assist the Principal in fulfilling his responsibilities to the Directors and planning for the future
- work with the Director of Governance and the Advisory Board to maintain full regulatory compliance.

### Teaching and Learning Management

The Head will determine, organise and implement a rich and diverse curriculum and programme of extra-curricular activities, having regard for the ethos and expectations of the Directors.

He or she will:

- Lead the development and implementation of a challenging and integrated creative curriculum
- ensure that all pupils receive inspiring and challenging teaching, are actively engaged in their learning and are able to make progress
- undertake Performance Management of all staff and challenge and address underperformance where necessary

- through a consistent and continuous school-wide focus on pupil assessment and achievement, monitor and track pupil progress through the efficient use of data, benchmarks and targets
- provide high quality reports on pupil progress, both academic and pastoral, to parents and to relevant parties
- ensure that teaching and learning promotes diversity and equality awareness and celebrates difference
- evaluate the standards of teaching and learning across the school, ensuring that outstanding standards are the aim
- ensure exemplary standards of behaviour and attendance.

### **Leadership and Management**

The Head will engage, lead and inspire staff so that they will work to increase achievement and enjoyment of their pupils in learning. He or she will create a working environment in which staff are supported, feel valued and can progress in their professional lives, as appropriate.

He or she will:

- Within financial limits set by the Directors and in consultation with the Principal, recruit and appoint staff of the highest calibre available, following “Safer Recruitment” guidelines
- deploy and manage teaching and non-teaching staff efficiently and effectively.
- ensure effective lines of communication, appropriate delegation and equitable division of tasks and responsibilities
- ensure all staff have the necessary skills, resources, and information to carry out their professional duties to a high standard
- identify and meet professional development requirements of all staff to ensure current best practice
- maintain a robust system of staff performance management and appraisal.
- secure the full commitment of all staff members to the school’s vision and values
- promote a culture of mutual support and encouragement among staff
- follow effective procedures on the competence and capability of staff, in consultation with the Proprietor and taking professional advice as appropriate.

### **Pupil welfare**

The Head will develop and maintain appropriate strategies and systems to ensure the wellbeing, care and safety of the pupils.

He or she will:

- Arrange the most effective structure for the pastoral care throughout the school
- work within the school framework and policies and as appropriate with outside agencies to ensure the emotional, moral, social and cultural wellbeing of pupils
- maintain sound procedures, awareness of and commitment to all the school’s policies and procedures including the schools health and safety policies and procedures and safeguarding procedures
- be prepared to take on the role of DSL (training is provided) and ensure all staff are regularly updated in Safeguarding and child protection.

### Community Engagement

- Maintain effective relationships with the directors, staff, parents through effective communication
- ensure excellent communication with parents on the progress and welfare of their children
- take every opportunity to present the school's ethos, aims, values and achievements to existing and prospective parents and the wider community
- build and maintain positive relationships with schools and with the schools our pupils move on to, including an understanding of selection procedures
- work closely with Friends of Parsons Green Prep
- build, develop and maintain current and new positive relationships with the local community, creating opportunities for partnership between the school and the community as appropriate.

The Head has the responsibility in all matters incidental to the running of a first class preparatory school in London.

### Person Specification

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| <b>Education, training and professional qualifications</b> | <ul style="list-style-type: none"><li>• Good honours degree and teaching qualification</li><li>• evidence of ongoing professional development.</li></ul>   |
| <b>Knowledge and experience</b>                            | <ul style="list-style-type: none"><li>• Relevant teaching qualifications,</li><li>• knowledge of trends, initiatives and current good practice in education</li><li>• experience of working with and leading a team</li><li>• proficient IT skills</li><li>• a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children</li><li>• able to analyse and use data effectively</li><li>• knowledge of safeguarding, safer recruitment and other child protection and child-related legislation</li><li>• high standard of written and spoken English.</li></ul>   |
| <b>Leadership and management</b>                           | <ul style="list-style-type: none"><li>• Resilient in all aspects of professional life</li><li>• experience with managing challenging parents staff and children</li><li>• commitment to a creative and broad curriculum, which includes STEM</li><li>• leadership and management skills that promote learning within a safe environment</li><li>• able to offer inspiring, focused and innovative leadership</li><li>• able to plan and prioritise own workload and that of the team and delegate effectively</li><li>• able to promote and celebrate diversity</li><li>• able to lead by example and embed in the culture of the school respect for others</li><li>• uses praise as the greatest motivator whilst using appropriate sanctions where necessary</li></ul> |

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|                           | <ul style="list-style-type: none"> <li>the current Head is a member of IAPS and ISA and the person appointed will be expected to seek election to these two associations and take an active role in them.</li> </ul>   |
| <b>Personal Qualities</b> | <ul style="list-style-type: none"> <li>Enjoys the company of young people and is passionate about developing young lives</li> <li>has high personal standards of probity and integrity</li> <li>has enthusiasm, vision, drive, adaptability and resilience</li> <li>is confident, approachable, positive and optimistic</li> <li>is committed to continuing professional development</li> <li>is able to advocate a sound educational philosophy and can translate this into practice</li> <li>is resilient and able to maintain professional standard whilst under pressure</li> <li>is an excellent communicator</li> <li>has a good sense of humour.</li> </ul> |