



St Nicholas' School

FLEET • HAMPSHIRE

Headship

APRIL 2018

**Role & Responsibilities of the post,
Person specification and
Terms & conditions of employment**

Introduction

Accepting the caveats set out in the separate document **Information for candidates** we have detailed below what we consider to be the principal responsibilities of the post and the qualities of the person we are looking for.

The professional qualities we are looking for are set out in the DfE publication **National standards of excellence for headteachers**

<https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers>

but very much applied to an independent school context.

However we would stress that we are definitely not expecting someone who is the finished article but a person with the ability and potential to grow in the post and become a first-class Head of St Nicholas' School.

Role and Responsibilities

The Head is the leading educational professional directly responsible to governors for the efficient, effective and successful operation of the school and for leading on its promotion, strategic development and self-improvement. It is a high profile and wide-ranging role in which the Head is responsible for:

- personally setting and upholding the highest **professional standards** among all staff, establishing and promoting respect, self-discipline and good behaviour among the pupils
- promoting excellence and innovation in **teaching and learning**, fostering a stimulating learning community both inside and outside of the classroom
- planning, resourcing and implementing an appropriate **curriculum** for all pupils throughout the whole 3 – 16 age range.
- ensuring pupils are carefully **monitored and assessed** to inform progress and enable teaching and learning to be well planned
- implementing good channels of **communication with parents** so that they are well informed about their son/daughter's progress
- ensuring pupils have access to a wide range of **extra-curricular opportunities**
- **appointing staff**, managing their deployment and appraising their performance
- **leading and managing staff**, ensuring excellent relationships within the school
- ensuring the **safeguarding and well-being** of all pupils in an environment that secures their health and safety as well as that of staff and visitors
- ensuring the school's **finances** are **closely monitored** and **well managed** in line with the approved budget and that all the school's resources are used to maximum effect
- **working** closely and positively **with the governors**, reporting to governors' meetings as required and advising on current educational thinking and national policy
- working positively with **parents teachers' association (PTA)** and others who support the school
- exercising a sound grasp of **business** and **flair for marketing** the school both to prospective parents and pupils and to feeder schools
- maintaining good **relationships** with **feeder schools and other local maintained and independent schools**
- promoting the **school's reputation** in the local community as well as regionally and nationally
- **teach** an appropriate timetable

St Nicholas School Headship 2018: Person specification		Evidence	Requirement	
Skills, qualities & experience	Commentary	application (A) interview (I) reference (R)	Essential / highly desirable	Desirable
Personal qualities				
• Integrity	<i>you are impeccable in your professional standards</i>	A, R	✓	
• Strong intellectual, analytical, creative and innovative skills	<i>you deploy a range of skills according to the situation</i>	A, I, R	✓	
• Flexibility and open-mindedness combined with shrewd judgement and emotional intelligence	<i>you avoid being rigid or dogmatic but are willing to listen to others before reaching a decision</i>	I, R	✓	
• Dedication, commitment and an unfailingly positive outlook	<i>you convey an optimistic temperament</i>	I, R	✓	
• Enthusiasm, a sense of humour with a range of interests beyond education	<i>you are a well-rounded person, someone with whom colleagues can feel at ease</i>	A, I, R	✓	
• A role model with presence, style and flair to inspire pupils, staff and parents	<i>you lead by example, obviously and quickly commanding respect</i>	I, R	✓	
• Approachability, excellent communication and listening skills supported by diplomacy and powers of persuasion	<i>you are personable and adapt easily to a range of people and situations</i>	I, R	✓	
• Self-drive and self-motivation	<i>you do not delay or prevaricate in getting things done</i>	A, R	✓	
• Supportive of the Christian ethos of the school	<i>you understand and value the school's Christian foundation and are able to give it your full support. You care for individuals</i>	A,I	✓	
Professional - educational				
• Current or past teaching experience in the UK, including in a school covering the 3 – 16 age range.	<i>you understand the UK educational scene</i>	A	✓	

• A proven record as a successful teacher	<i>you are a versatile, first-class practitioner</i>	A, R	✓	
• An excellent understanding of pastoral matters	<i>you put the well-being of pupils at the heart of school values and practice</i>	I	✓	
• Knowledge and understanding of the latest research on learning	<i>you are an active and reflective practitioner</i>	A, I		✓
• A wide view of the curriculum and curriculum planning	<i>you can demonstrate your commitment to whole person education</i>	A, I	✓	
• High profile in the community	<i>you have a clear presence in the school community and, where possible, in the local community</i>	A, R		✓
• Working with governors	<i>you have experience of advising and supporting governors</i>	A, R		✓
• Working with parents and alumnae	<i>you have experience of working with parents' or alumnae associations and support their events</i>	A, R		✓
Professional – leadership and management				
• Experience of working in an SLT or other senior position with whole school responsibilities	<i>you have made a difference in your current and previous roles; you understand the demands of school leadership and do not shy away from taking responsibility</i>	A, I, R	✓	
• The ability to think strategically, stimulate vision and ambition and drive the school's development and improvement	<i>you are able to look above the day-to-day minutiae, identify strategic objectives and lead people to achieve them. You are a motivator.</i>	I, R	✓	
• An unshakeable determination to achieve the highest standards both academically, pastorally and in the wider curriculum	<i>you never accept anything that is less than the best</i>	I, R	✓	
• An ability to promote and market the school	<i>you would be a passionate advocate for the school, and for independent education, and would be able to persuade others likewise</i>	A,I,R	✓	
• An ability to develop and foster teamwork and get the best out of people:	<i>you can build a highly respected SLT and motivate senior colleagues and all staff</i>	A, R	✓	
• Resilience, determination and an ability to see tasks through from beginning to end	<i>you complete the job</i>	R	✓	

• An eye for detail, as well as the broad picture	<i>you are meticulously thorough</i>	I, R	✓	
• An ability to stimulate and manage change	<i>you are not afraid to challenge the status quo but having decided that change is needed, you can take people with you</i>	I, R	✓	
• The ability to investigate, analyse, and resolve problems and make decisions	<i>you assess issues easily, take the appropriate time to reach a decision and live with it</i>	I, R	✓	
• Excellent administrative skills and the ability to manage people effectively	<i>you are highly efficient yet always displaying strong personal qualities even when under pressure</i>	I, R	✓	
Education, training and other competences				
• A good honours degree with QTS	<i>you have high intellectual ability</i>	A	✓	
• NPQH or a higher degree relevant to educational leadership and management	<i>headship is a credible next step in your professional career</i>	A, I		✓
• Financially astute	<i>you are aware of school funding and the importance of close budget monitoring and tight financial management</i>	I, R		✓
• Confident and competent in the use of essential IT	<i>you use IT routinely in your work, including, where appropriate, the use of the school's information system, e-mail, internet, word processing, presentation software and spreadsheets</i>	A, I	✓	

Terms and Conditions of appointment

The vacancy is from **April 2018** (or possibly September 2018) and the successful applicant must be able to start no later than this date.

A competitive salary range commensurate with the responsibility of the post will be offered to the successful candidate. Progression is performance related.

The post is pensionable with the Teachers' Pensions.

Governors expect the Head to live within easy travelling distance of the school.

September 2017