



SCHOOL LEAD

Job Description and Person Specification

Job title: School Lead

Salary: £40,000-£55,000 p.a. depending on experience

Hours: This is a full-time post, the school opening hours are 8.30am to 5.30pm. The role is a senior management position and as such does require additional hours on occasions to fulfil the requirements of the post.

Contract type: Full-time, permanent.

Start date: Start of 2021-22 Academic Year in September 2021, or as soon as possible.

Reporting to: Chair of Trustees (School Council of Management)

Responsible for: School leadership and operational management.

Please note: This document is illustrative of the general nature and level of responsibility of the School Lead role. It is not a comprehensive list of all tasks that the School Lead will carry out. The postholder may be required to do other duties appropriate to the level of the role.

It is expected that interviews will take place during May 2021. First round interviews are currently planned for **Thursday 13th May 2021**. The selection process will involve the completion of job specific tasks and activities. There will be at least two interview rounds led by the Chair of Trustees.

The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including a health check, an enhanced DBS check and satisfactory references.

Job Description

Elmfield Rudolf Steiner School in Stourbridge stands on the cusp of an exciting chapter in its 70-year history. The School Lead will provide the school's vision for its future. In particular, you will develop its identity and determine its direction.

By listening attentively to all the school's stakeholders and observing its strengths in action, while reading the educational landscape regionally, nationally and internationally, you will drive Elmfield Rudolf Steiner School to be an outstanding provider of Steiner Waldorf education.

Your inspirational leadership and professional creativity will motivate staff, pupils and supporting families and carers to face the future confident in our school's vision and educational provision of Steiner Waldorf education.

The School Lead is responsible for imagining how Elmfield needs to develop through short, medium and long-term planning and communicating this vision to the whole school community.

Building on Strengths

The School Lead is responsible for nurturing our school's strengths:

- a long-established Steiner Waldorf School whose most recent Ofsted Report rated all areas of the school as 'Good'
- a rich Steiner Waldorf curriculum ripe for tailoring to our pupils' post-lockdown learning experience of blending indoor, outdoor and online provision;
- a highly committed and skilled staff team of teachers, guardians, learning support assistants, administration and estates staff;
- a strong and confident parent and carer body that is capable of sharing its voices and views with school leadership to develop and continually improve our school;
- our pupils, aged 3-17 years, keen to learn and grow and to play their part in our school's present and future provision so they can draw upon their Steiner Waldorf education throughout their lives and to shape their lives and those of others positively.

School Improvement and Quality Enhancement

The School Lead is expected to work closely with the Steiner Waldorf Schools Fellowship (SWSF) to establish Elmfield Rudolf Steiner School as a provider of an outstanding Steiner Waldorf education and an outstanding school in a fast-changing educational context.

You will:

- ensure a high quality of educational provision;
- keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally;

- seek training and continuing professional development to meet own needs;
- create an outward-facing school, which works with other schools and organisations to secure excellent outcomes for all pupils;
- develop effective relationships with fellow professionals;
- model entrepreneurial and innovative approaches to school improvement and leadership;
- inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Commitment to School Values and Core Mission

The School Lead is expected to work closely with Elmfield Rudolf Steiner School's Trustees so that strategic school objectives are articulated as achievable, realistic and resourced school operations.

You will:

- embed the school's values and core charitable mission in all strategic and operational decisions;
- lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils;
- work with political and financial astuteness, translating policy into the school's context;
- communicate the school's vision compellingly and drive strategic leadership;
- regularly work with the School Trustees as appropriate, providing the information it needs to govern effectively, such as an annual written School Lead report and Safeguarding Report;
- work with the trustees and Business Manager to support strategic, curriculum-led financial planning to ensure effective use of budgets and resources;
- provide timely reporting of financial information including any actual or anticipated variances, which may be likely to have a material impact on the school's financial performance;
- manage the school's complaints procedures and work with members of staff and trustees to resolve any parent complaint.

Strategic Planning and Decision-Making

The School Lead will articulate our school's ongoing direction and identity operationally and strategically as part of the school's 'Three Pillars' meetings, in collaboration with the Chair of Trustees and the Chair of the College of Teachers.

You will:

- formulate the school's aims and objectives of the school and provide overall strategic leadership;
- establish policies for achieving these aims and objectives.

Balancing Steiner Waldorf Identity and Impulse with Strategic Direction

The School Lead determines the school's vision, identity and direction and ensures it remains faithfully and characteristically Waldorf in impulse. This is achieved through ongoing and respectful dialogue and consultation with the Chair of the College of Teachers.

You will:

- demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes within a Steiner Waldorf culture and framework of best practice;
- ensure excellent teaching in the school, including through training and development for staff;
- establish a culture of 'open classrooms' as a basis for sharing best practice;
- create an ethos within which all staff are motivated and supported to develop their skills and knowledge;
- identify emerging talents, coaching current and aspiring leaders;
- induct new staff (in liaison with the Bursar and Chair of the College of Teachers) and ensure that all new teachers have a mentor and that meetings and lesson observations take place consistently.

Operational Co-ordination and Regulatory Compliance

The School Lead chairs the Co-ordination Group (CG) in order that Elmfield Rudolf Steiner School is compliant with the full range of external regulatory and inspection requirements. The Co-ordination Group is the school's senior leadership team, comprising the School Lead, Education Manager, Bursar and Estates/IT Manager.

By facilitating collaboration and coherent decision-making, you will ensure our pupils and staff enjoy psychological as well as physical safety. In addition, you will ensure our school enjoys financial stability and further growth.

You will:

- ensure that the school is inspection-ready at all times;
- monitor progress towards the achievement of the school's aims and objectives;

- manage staff and resources so that the school is compliant, for example with regards to Health and Safety, the Charity Commission and Ofsted regulations (including the EYFS and ISS);
- ensure that the school has the right people in the right roles;
- lead by example and model best practice regarding professional conduct, workload and personal development;
- work with the Bursar on concerns, complaints, grievances, performance, recruitment and disciplinary matters;
- support distribution of leadership throughout the school;
- ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose;
- maintain and review an up-to-date School Evaluation Form (SEF) and School Improvement Plan (SIP);
- sustain a coherent and creative communications strategy;
- organise open days and other promotional events for prospective parents and pupils;
- aim to grow school pupil numbers towards the school roll being full.

Safeguarding and Child Protection

The School Lead is the school's Designated Safeguarding Lead (DSL) and supports a safeguarding team of Deputy DSLs. Together, DSL and deputy DSLs are responsible for embedding and sustaining a culture of safety and vigilance at the school.

You will:

- provide supervision of key safeguarding staff (including but not restricted to deputy DSLs) to ensure reflective practice is nurtured, learning and leadership are encouraged and the school's safeguarding and child protection continuously improves;
- be a role model for all in our community;
- build positive relationships with all members of the school community, showing positive attitudes to them;
- hold all staff to account for their professional conduct and practice;
- provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour;
- safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Person Specification

Essential Criteria

- a qualified teacher with extensive teaching experience;
- past experience of working in senior leadership in the capacity of head of department, deputy head/lead, headmaster/lead or equivalent role;
- excellent and cohesive leadership, administration, organisational, planning, and analytical skills;
- involvement in school self-evaluation and development planning;
- demonstrable experience of successful line management and staff development;
- demonstrate ability to delegate effectively and manage change;
- proven ability to identify and acknowledge excellence, as well as the ability and resolve to respond to underperformance effectively and decisively, holding staff accountable for their professional conduct and practice;
- ability to communicate, engage with and cooperate well with colleagues and parents; in order to forge warm, effective collaborative working relationships both internally and externally in keeping with the school's ethos and culture;
- an understanding and practical experience of the educational compliance and legal obligations, within schools and their application;
- ability to demonstrate financial competence and lead in the financial management of the school;
- ability to maintain a high level of confidentiality;
- effective communication and interpersonal skills and ability to build effective working relationships;
- ability to maintain discipline, build and maintain positive relationships with pupils, understanding and relating to them perceptively and empathetically;
- ability to respectfully and professionally challenge decisions and behaviours;
- aptitude to prioritise and manage a varied and complex workload and meet deadlines;
- resilience and ability to work under pressure and manage stressful situations calmly;
- self-motivation and imagination;
- successful completion of Child Protection and Designated Safeguarding Lead training.

Desirable Criteria

- a knowledge, awareness or experience of the ideas and principles underlying Steiner Waldorf education and/or a personal commitment to their development through appropriate coaching, training and development;
- an appropriate senior leadership qualification(s)
- evidence of establishing a collaborative school vision of excellence and equity that sets high standards for every student;
- the ability to inspire, challenge, motivate and empower others to carry the vision forward.