

## Job Description: BSF Headteacher

Reporting to: The BSF Board

### Overview

The Headteacher is responsible for leading the school towards the fulfilment of the School Charter.

He or she is in charge of the day-to-day running of the school and together with the Board of Governors is responsible for the long-term development of the school.

The main priorities of the Headteacher are:

**Development:** To lead the strategic planning and development of the school.

- Submit an annual budget proposal to the BSF Board for discussion and approval
- Complete a thorough Self Evaluation and School Improvement Plan each year
- Present an annual multi-year schools development plan to the BSF Board
- Active involvement in site developments and expansions
- Contribute to school growth by proactive involvement in the pupil enrolment process

**Standards:** To foster high standards, bringing out the best in every member of the school

- Demonstrate and promote the personal qualities of our School Charter
- Quality assure all aspects of our education, relentlessly pursuing excellence
- Meet the standards of British Schools Overseas through successful inspection
- Maintain a highly attractive school environment conducive to learning

**Pupils:** To provide an excellent education for every pupil at the school.

- Show a genuine interest in each individual and their welfare
- Ensure every pupil works towards ambitious academic and personal goals
- To engage all pupils by establishing a vibrant and inspirational curriculum

**Staffing:** To ensure that the school is staffed properly with the highest possible calibre people

- Recruit excellent staff through a rigorous selection process
- Recognise and retain staff of the highest quality
- Implement an appraisal system that promotes self reflection and improvement
- Support career development ideally within the British Schools Foundation

**Communication:** To communicate efficiently and effectively with all stakeholders

- Communicate the school vision to all stakeholders in a compelling manner
- Ensure that parents are well informed of both school events and the progress of their child(ren)
- Utilise the expertise of the BSF Board through effective, regular communication and consultation
- Build the school reputation in the wider community including embassies and organisations

**BSF:** To contribute significantly to the development of the British Schools Foundation

- Develop programmes and activities that foster links between schools
- Contribute to common practice, standards and policies