

## Headteacher Job Specification

### School Overview

Phases: Early Years, Primary and Secondary

Present Age Range: 2 - 18

Gender: Mixed Co-Ed.

No. of Pupils: Approximately 400

School Type: Mainstream

Funding Status: Independent

The British School of Brasilia was established in August 2016. The school has experienced steady growth and it has now grown to incorporate EYFS, Primary and Secondary School phases up to Year 12. The launch of Year 13 completes our programme next year as our first cohort finish their IB Diploma.

The British School of Brasilia is part of The British Schools Foundation. While each school is organised appropriately to reflect the context in which it is set, our schools share a common ethos set out in the BSF Charter. We believe in the personal development of all pupils alongside academic excellence. The British School of Brasilia offers an innovative curriculum based on the principles of the English National Curriculum and the Personal Development of its pupils. We offer a breadth of experience for all and a strong sense of community and citizenship. Our aspiration is to provide world-class education.

The vision of all BSF schools is to complete successful external accreditations and inspections on a regular cycle to ensure that our educational quality is of the highest possible standard. The British School of Brasilia is a member of the Latin American Heads Conference (LAHC) has successfully completed a COBIS compliance inspection and it is our intention to complete a full BSO inspection within the next 3 years.

Our staff work very hard but are well rewarded personally and professionally. As a result, many of our teachers gain a strong affinity for the school and stay for several years.

The British School of Brasilia is an exciting and enriching place to work and looks forward to greeting new members of staff who have the skills, energy and enthusiasm to thrive in the positive environment that we offer.

### The Role

Our new Headteacher will report to The BSF Board and be responsible for the day to day running of the school.

### Main Duties and Responsibilities:

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

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

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

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

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

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

## **The Person**

### **Essential Requirements**

The successful candidate will be:

- British-trained or have relevant British curriculum experience.
- A proven senior leader as either Headteacher/Principal or Head of Secondary School.
- Able to demonstrate understanding and experience of delivering the IBDP programme.
- An excellent communicator in oral, written and digital form.
- Able to see the big picture when making decisions.

In addition, the successful candidate will:

### **Possess Outstanding Leadership Skills**

Leading by example and getting the very best out of others.

- Demonstrates the highest possible professional standards of performance and conduct.
- Shares a passion for education that inspires others to achieve their very, very best.
- Has a proven track record of raising standards and attainment at whole school or secondary school level.
- Has a proven ability to build a high calibre team through effective recruitment and retention.
- Leads school improvement through a robust, strategic approach to self evaluation and school improvement.
- Is able to prioritise effectively and manage time efficiently.
- Demonstrates empathy and diplomacy.
- Is skilled in identifying problems and recognising solutions.

### **Provide a World Class Education**

Establish superb programmes across the whole of the school.

- Sets high expectations for staff and pupils in relation to their achievements, attitudes and effort.
- Leads curriculum innovation and development in a strategic and organised manner.
- Demonstrates a strong commitment to both the academic and personal development of all pupils.
- Understands current practice and research applicable to outstanding pedagogy.
- Works with School Governors to ensure that educational programmes are suitably resourced.

### **Work Effectively with all Stakeholders**

Building a strong school community.

- Demonstrates fantastic interpersonal skills and builds superb relationships with students, staff and parents
- Promotes the school successfully to new and existing parents.
- Speaks publicly to a range of audiences with flair and presence.
- Communicates effectively to staff, pupils, parents and school board.
- Works positively with School Directors to ensure the ongoing development of the school.
- Develops strong links with neighbouring schools and important organisations in the wider community.
- Acts with integrity gaining the trust and confidence of all stakeholders.

*The British Schools Foundation (BSF) and all BSF schools are committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo stringent Safe Recruitment screening, including qualification checks, references, checks with current/past employers and police checks including the ICPC.*