

Job Title	Head
Date	March 2023
Department	N/A
Reports to	Clerk to Committee/School Committee

Purpose of the Role

Lead the Ackworth School community providing first class opportunities and a supportive environment for young people to acquire the skills and values they will need to make a positive contribution to the well-being of those around them.

Provide management and leadership across the whole school in line with our ethos and values. The Head should drive and support the school's commercial aims, in order to achieve a prosperous position to guarantee future development.

The post-holder will constantly have their finger on the pulse and work with key personnel to deliver academic success, provide superior pastoral guidance and ensure that every child achieves their best.

Departmental Information

The Head leads the Senior School Senior Leadership team which comprises of Head of the Junior School, Senior Deputy Head, Deputy Head Strategic Development, Digital Learning, Bursar, Head of Sixth Form and Director of Marketing, Admissions and Communication. The Head is directly supported by a dedicated PA.

The role reports directly into the Committee (Governing Body).

The school has over 180 salaried staff and around 250 in total including coaches, volunteers and contractors.

Main tasks and responsibilities

Strategic Direction and Development of the School

Shape, develop and deliver a realistic but ambitious vision and strategic plan for the School in conjunction with the school committee and Senior Leadership team

Ensure that the School's management, finance, marketing and human resources are an integral part of the strategic plan and that the Quaker ethos and values, together with diversity and inclusion, run through all aspects.

Lead by example, provide inspiration and motivation and uphold the values and principles of the School to pupils, staff and parents.

Achieve a culture of high aspiration and achievement in both students and staff.

Ensure that pupils progress to diverse and appropriate destinations that build on their academic attainment, life skills, personal development and ambitions.

Lead, develop, support and empower all staff in order to secure continuous improvement in teaching, learning and development for the school community to drive a culture of academic rigour, personal growth and success to thrive.

Continue to develop a collaboration culture to share best practice, develop continuity but also to create opportunities for cross-school teaching and learning.

Create an open culture where staff, pupils and parents feel listened to, able to give feedback and contribute with confidence that it will be considered.

Learning, Teaching and Pastoral Care

Promote a learning and teaching environment which advances the academic, spiritual, moral, cultural, mental and physical development of students and prepares them for future opportunities and responsibilities.

Foster resilience, respect and positive relationships throughout the School and ensure that pupils' pastoral needs are met. Implement and monitor policies to promote this aim and have whole school responsibility for safeguarding and child protection.

Maintain a deep understanding of current educational thinking and practice that will inform pedagogy and continually improve our provision.

Uphold high expectations for achievement and good behaviour and promote equality of opportunity.

Monitor and evaluate the work of staff and pupils, using appropriate benchmarks to set targets for improvement.

Lead the implementation of a broad curriculum relevant to all pupils, including those with Special Educational Needs and members of the Autism Resource, and which provides a coherent and co-ordinated programme of study. Ensure this includes a wide range of extra-curricular activities in keeping with the educational aims of the School.

Champion a school environment where equality and diversity is celebrated and is always at the forefront of thinking.

Resource Management

Ensure prudent but forward-looking financial and business management. Work closely with the Bursar to drive the resources and income streams required to deliver a sound financial future.

Lead the School Leadership Team to manage, monitor and review the range, quality and use of all available resources in order to improve the quality of educational provision, ensure efficiency and secure value for money.

Lead the connection of the alumni community, Ackworth Old Scholars, to maximise opportunities for development.

Marketing, Recruitment and External Engagement

Promote and communicate the Quaker ethos and culture.

Be the dynamic ambassador for the School, explaining and marketing the aims, ethos and day and boarding facilities to visiting prospective parents, agents and others who are considering Ackworth as a school for their children.

Champion the school's academic results and build on the reputation for supporting a broad range of abilities.

Market and promote the School's as an all through school from our nursery to sixth form, together with the Autism Resource, and promoting the benefits of flexi boarding.

Ensure the school's marketing strategy takes into account the current education environment, has the flexibility to respond to a changing market. All areas of the school will be involved in order to increase our income streams.

Support the growth of positive relationships with state schools and international agents and continue to promote the school on a local, national and international level.

Continue to positively develop Ackworth School as a key player in the local community whether this be through its extensive outreach efforts, use of facilities and immediate community events.

Promote a culture which encourages the involvement of parents and guardians and maintains a positive relationship based on open communication and feedback.

Leading and managing staff

Ensure that Ackworth employs, develops and retains the best people in the right roles. Provide high quality support, professional development and management for all staff, ensuring equal opportunity for all.

Develop a staffing structure which can deliver an exciting, challenging and diverse curriculum, meets resource demands and supports safeguarding requirements

Promote a healthy and realistic working culture through communicating clear and robust plans that are executed and evaluated.

Lead a staff body that promotes and champions both individual and team successes, develops a robust succession plan to enable effective progression in key roles and provides continuous development to enable everyone to be the best they can be.

Inspire staff and maximise their effectiveness by ensuring sound management practice, open and effective communication and constructive working relationships between staff and pupils.

Lead an effective SLT to achieve progress, challenge constructively and strive for positive change.

Person Specification

Educational Attainment and Qualifications

Educated to degree level

Professional qualification in leadership and management

Evidence of CPD through career in education

Experience, Knowledge and Skills

Essential

Desirable

A genuine resonance with the Quaker principles of truth, peace, simplicity, equality and sustainability.

A track record of strong strategic leadership experience with effective teambuilding skills

Experience of a rich range of educational establishments

A thirst for and evidence of continuous personal development showing how this has contributed to progression and success.

An understanding of the financial, commercial and economic demands of leadership and management of an independent boarding school

Evidence of using marketing to increase the school roll

Experience of successfully leading and managing change processes involving staff and pupils.

Able to act with honesty and integrity at all times.

A visible leader and clear communicator who is able to articulate a vision that staff can be inspired by and adopt at all levels, not just in academic circles.

Drive, stamina and decisiveness

Understanding of leadership in a boarding school environment, ideally with some direct experience of boarding

Knowledge or experience of an educational environment that provides a more specialist SEN provision or a higher than average cohort.

Experience of delivering an education at primary level as a stand-alone or all through setting.

Knowledge of new and emerging technologies in education and how they can enhance the learning experience and support the progress of pupils

An understanding and appreciation of the power of silence and reflection and who can inspire this in others

Innovative and pedagogically astute with a clear view of how to lead 21st century education

Outstanding interpersonal skills and high levels of emotional intelligence with the ability to engage and inspire, whether with staff, pupils or parents

Dynamic and solution-focused, able to approach problems positively whilst understanding the need to mitigate, not avoid, risks

Ackworth School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. All staff are required to understand and adhere to the Schools Health and Safety policies.

Job descriptions may be subject to review from time to time and can be altered or amended to meet the changing requirements of the School. They are not designed to limit the extent of the role but instead to outline the main tasks and responsibilities.