



Job description and Person Specification: Seconded/Interim Headteacher

Main purpose

The Seconded/Interim Headteacher will:

- Sustain and develop as appropriate, the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Oversee and develop as appropriate, systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively

Qualities

The Seconded/Interim Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Sustain and build as appropriate, positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

Duties and responsibilities

School culture and behaviour

The Seconded/Interim Headteacher will:

- Sustain and develop as appropriate, a culture where pupils experience a positive and enriching school life

- Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Sustain and develop as appropriate, a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour for learning policy

Teaching, curriculum and assessment

The Seconded/Interim Headteacher will:

- Sustain and develop as appropriate, high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Sustain and develop as appropriate, curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum

Additional and special educational needs (SEN) and disabilities

The Seconded/Interim Headteacher will:

- Promote a culture and practice that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN, disabilities and any disadvantage
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate

Managing the school

The Seconded/Interim Headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk

Professional development

The Seconded/Interim Headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Ensure training and continuing professional development is effectively planned, delivered and evaluated
- Make sure professional development opportunities draw on experts both within, and beyond the school
- Seek training and continuing professional development to meet the needs of all staff members

Governance, accountability and working in partnership

The Seconded/Interim Headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- Maintain working relationships with current school partnership boards such as Barnet Secondary Headteachers', International Coalition of Girls' Schools and advanced Learning partnership

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Seconded/Interim Headteacher will carry out. The postholder may be required to undertake other duties appropriate to the level of the role.

Person specification

criteria	qualities
Qualifications and training	<ul style="list-style-type: none"> · Qualified teacher status · Degree · National professional qualification for headship (NPQH)
Experience	<ul style="list-style-type: none"> · Demonstrable experience of successful leadership and management in a school over a number of years · Demonstrable practice of high quality teaching · Involvement in school self-evaluation and development planning · Demonstrable experience of successful line management and staff development
Skills and knowledge	<ul style="list-style-type: none"> · Data analysis skills, and the ability to use data to set targets and identify weaknesses · Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve · Understanding of school finances and financial management · Effective communication and interpersonal skills · Ability to communicate a vision and inspire others · Ability to build effective working relationships
Personal qualities	<ul style="list-style-type: none"> · Commitment to uphold the 7 principles of public life, the Nolan Principles, at all times · A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school · Ability to work under pressure and prioritise effectively · Commitment to maintaining confidentiality at all times · Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position