

Headteacher Job Description

The Headteacher will provide professional leadership for EIC School to secure its continuous improvement and success. By working with the whole community through the day-to-day operation of the school, he/she will ensure that all our students benefit from high quality education or experience and achieve their full potential, and do so in a safe, healthy and stimulating environment. In leading the school, the Headteacher will ensure that Socrates Educa pedagogical project, EIC's ethos and values are deeply embedded and visible, securing the best in everyone for both staff and pupils.

Broadly, the responsibilities of the role are as detailed below:

Educational Leadership and Management

- Lead the timetabling and embed a fulfilling and enriching curriculum for all stages (national curriculum and IB Diploma).
- Create an environment and set expectations that promote excellent teaching, effective learning, high standards of achievement and good behaviour.
- Monitor and evaluate the quality of teaching and learning to improve student achievement, using assessment data to drive standards upwards.
- Developing outstanding teaching and learning for all pupils. Ensuring excellent academic outcomes in all key stages.
- Promote an aspirational and innovative culture of learning acting coherently with our own Socrates Educa Pedagogical Project.
- Maintain an effective partnership with parents, key stakeholders and wider community to support and improve student achievement and personal development.
- Work with the IT team to promote the use of the Virtual Learning Environment, School Management System and other technologies to enhance teaching and learning.
- Implement a rigorous system of monitoring to evaluate the work of the school.
- Securing and maintaining high standards across the whole school.
- Setting and achieving aspirational targets for all students that ensure rapid progress to become an outstanding school.
- Share knowledge of pre-school, primary, secondary and IB educational practice.
- Ensuring the welfare and safety of all pupils from all groups, including their safeguarding.

Curriculum and Assessment, Behavior and Special Educational Needs.

- Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils and are in line with the school's Behavior Policy.
- Implement consistent, fair and respectful approaches to managing behaviour
- Ensure that adults work within the school model and teach the behaviour of a good citizen
- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
- Establish and sustain culture and practices which enable pupils to access the curriculum and learn effectively. Ensure the school fulfils its statutory duties with regard to the SEND code of practice

Strategic Leadership and Management

- Defining and delivering the vision and objectives of the school and the School Strategic Plan as agreed with the General Manager and Governors.
- Leading the school in partnership with the Senior and Middle Management leaders;
- Developing and implementing a robust strategic plan that directs rapid school improvement against agreed milestones;
- Contributing professionally to the broader EIC agenda.
- Represent the school at external event and with local, national and international partners.

People Leadership and Management

- Leading on all staffing issues, including the appointment and development of staff;
- Ensuring a culture of working together to achieve high standards throughout the school;
- Promoting staff well-being within the framework for Excellence;
- Managing performance and ensuring that staff receive appropriate support in order to achieve excellence; ensure a culture of high staff professionalism
- Promoting equality and fairness for all staff;
- Ensure effective management of staffing levels which meet the needs of the curriculum and students, identifying and recommending future recruitment needs, and the implementation of timely and effective recruitment and induction of new colleagues into the school.

- Plan, allocate, support, and evaluate work undertaken by teams and individuals ensuring clear delegation of tasks and devolution of responsibilities, ensuring all staff are held to account for their professional conduct, performance, and practice.
- Implement and maintain effective systems for the management of staff performance, challenging and motivating others to achieve high goals, ensuring systems are fair and transparent systems adequately address concerns and value excellence.
- Promote and monitor ongoing professional development of self and staff, including the induction of new teachers
- Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognized career and professional frameworks and programmes to build capacity and support succession planning
- Taking responsibility for one's own professional development as the Headteacher.

Organization, Resources and Business Management

- Working closely with the General Manager to ensure budgets are set and managed within guidelines agreed;
- Monitoring actual spending against budget;
- Monitoring and evaluating the impact of funding to support the progress and achievement of priority groups including those with special educational needs and/or disabilities;
- Implementing key policies and strategies (e.g. in relation to Compliance, Finance, HR and Technology);
- Ensuring that efficient administrative systems are implemented and managed;
- Managing and utilizing the site and facilities to their full value to the School and the community;
- Ensuring that health and safety and safeguarding policies are fully implemented and managed.
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of EIC funds
- Work closely with the General Manager and non-teaching staff, representing the Governing Body of the School, on all aspects of governance, reporting, and development of the School
- Identify, recommend and maximise opportunities to promote which develop the school brand and reputation, and the reputation of the EIC project.

- Engage the School community in the systematic self-evaluation of the work of the School to inform School improvement priorities.
- In coordination with the General Manager, work with the specialists in Marketing and Admissions to develop the profile of the School, grow enquiries and enrolments and promote retention, in line with expectations set in an agreed Annual Marketing Plan
- Work with the General Manager and the EIC Financial Officer to prioritise and plan the allocation of resources in an agreed annual Budget to support the core mission of the School.
- Deliver financial outcomes in line with budget Key Performance Indicators in order to manage resources efficiently and effectively
- Ensure that relevant policies and procedures, and systems are up to date and fit for purpose. Work with IT team to assure the integrity of student management information system data and usage

People and Community

- Developing strong and effective partnerships with families;
- Developing a thriving sense of school community to include staff, teachers, students, alumni and families;
- Creating proactive, entrepreneurial and effective links with the wider community;
- Making a strategic contribution to the development of the EIC; understanding of school markets, the analysis required to develop those and support successful marketing strategies.
- Developing strong and effective partnerships with local and international schools, colleges and universities;
- Organize and lead school internal and external talks, parents' meetings, special events in the School.

Reporting

The Headteacher of EIC reports to the General Manager of EIC Foundation.