

Job Description for the Role of Head and Person Specification

The role of the Head is to act as the ambassador for the school, to provide strategic leadership and professional management for St John's School, Northwood (St John's). This will secure success in all areas for the school; articulating the academic and extra-curricular capabilities of the school to current and prospective parents; ensuring high quality education and personalised learning for all its pupils and high standards and achievement in all areas of the school's work. The governors will expect the Head to lead by personal example in demonstrating a full and professional commitment to excellence in education, which will underpin the ongoing financial success and thus longevity of the school.

JOB DESCRIPTION	ATTRIBUTES REQUIRED
<p>A. Shaping the Future</p> <p>Critical to the role of the Head at our school is working with the governors and others to further develop a shared strategic vision and plan which inspires and motivates pupils, staff and all other members of the school community and leads to raised standards of achievement.</p>	<p>A1. Able to build a coherent vision of excellence for the school and has the ability to work steadily towards this goal. (A, I)</p> <p>A2. Proven experience of raising and / or maintaining standards of educational achievement. (A, I)</p> <p>A3. An inspirational leader, able to motivate and empower all staff and students, whilst "selling the school" to prospective parents in a competitive local market (I)</p> <p>A4. Able to make difficult decisions and follow them through. (I)</p> <p>A5. A determination to raise and / or maintain standards across the school and ability to do so effectively. (I)</p> <p>A6. Has excellent oral and written communication skills and excellent listening skills. (A, I)</p> <p>A7. Has experience of strategy formation and implementation at leadership level in an appropriate setting. (A, I)</p>

B. Leading Teaching and Learning

To ensure a broad and balanced curriculum is provided which develops the whole child and sets high expectations so that pupils achieve their maximum potential. To lead and challenge a team of practitioners to ensure that excellent teaching and learning is provided. The Head will utilise and further develop current strategic partnerships and establish and develop new ones.

- B1. Experience of establishing and developing a range of successful strategic partnerships (A, I)
- B2. Substantial recent senior leadership experience in an appropriate school or similar setting. (A, I)
- B3. Has an extensive understanding of current and future curriculum developments across all key stages. (I)
- B4. Has in-depth knowledge of excellence in teaching practice, including appropriate teaching and learning styles. (I)
- B5. Substantial experience of monitoring and evaluation, target setting, school improvement planning and curriculum leadership. (A, I)
- B6. Can make decisions based upon analysis, interpretation and understanding of relevant data and information from both within and outside the school. (I)
- B7. Understands school self-evaluation and its link with school improvement and OFSTED inspection processes. (I)
- B8. Able to lead, manage and develop a culture of high expectations and appropriate challenge led by personal example and is considerate of the well-being of others. (I)
- B9. Is able to design and deliver a broad and balanced curriculum, which includes innovative approaches to enrich the cultural experiences of all pupils, whilst being mindful of the entry requirements of a range of schools. (I)
- B10. Is committed to personalised learning approaches, in order to ensure success for every child. (I)
- B11. Has experience of monitoring practice to ensure that devolved responsibilities are being carried out in order to maintain or improve the quality of teaching and learning across the school (A, I)

<p>C. Developing Self and Working with Others</p> <p>To work with and through others, including our governors, pupils, staff, parents and other members of the community to build a professional learning environment, which enables all to achieve. This will include the owners of the school, Merchant Taylors' educational Trust (MTET)</p>	<p>C1. Is a qualified teacher. (A)</p> <p>C2. Is able to demonstrate evidence of own continuing professional development, including leadership development, and is committed to learning, listening and reflecting. (A, I, R)</p> <p>C3. Treats people fairly, equitably and with dignity to create and maintain a positive school ethos. (I, R)</p> <p>C4. Able to promote team and individual working to motivate staff to achieve excellent outcomes for pupils, as appropriate to fulfil school objectives. (I)</p> <p>C5. Able to establish trust and excellent working relationships with others, can deal sensitively with people and resolve conflicts and can demonstrate balanced and fair judgement (I, R)</p> <p>C6. Experience of developing individuals and teams in order to achieve personal and shared goals in the drive for school improvement. (A, I, R)</p> <p>C7. Able to balance work and personal life and is considerate of the well-being of others. (I, R)</p>
<p>D. Managing and Leading the Organisation</p> <p>To provide effective organisation and management for St John's, and to lead and seek ways of improving organisational structures and functions. Ensure that the school, the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment, managing available resources and ensuring value for money through effective performance management.</p>	<p>D1. Able to plan strategically and operationally, allocate resources effectively and evaluate impact (I)</p> <p>D2. Experience of working on and reviewing the performance of staff through rigorous appraisal and Development of performance management systems. (I)</p> <p>D3. Manage financial and human resources effectively and efficiently (A, I, R)</p> <p>D4. Able to create and promote a positive and inclusive school ethos (I)</p> <p>D5. Able to identify successes and failures, and positively embrace change to secure continuous school improvement. (I)</p> <p>D6. Prepared to provide challenge to established ways of working and innovate in order to move the school forward. (A, I)</p> <p>D7. Has experience of leading or participating in the implementation of school or national initiatives. (A, I)</p> <p>D8. Able to demonstrate commercial acumen and understands the principles of best value. (I)</p> <p>D9. Ability to work within the structure and delivery of the school owners, Merchant Taylors' Educational Trust (MTET) strategy (I)</p>

<p>E. Securing Accountability</p> <p>The Head of St John's will have a professional responsibility to the whole school community. The Head is also legally and contractually accountable to the governors for the school, the MTET, its environment and all its work. Additionally, the Head is responsible for ensuring collective responsibility in order that all members of the school community accept they are accountable for the contribution they make to school outcomes.</p>	<p>E1. Ability to undertake robust school self-evaluation, tracking, and use the outcomes to improve children's achievements (A, I)</p> <p>E2. Experience of establishing clear policies and practice throughout the school and implementing procedures to monitor and evaluate their impact. (I)</p> <p>E3. Experience of presenting a clear account of the school's performance to all members of the school community e.g. Governors, parents, staff and others to enable them to fulfil their responsibilities. (I)</p> <p>E4. Use of a range of evidence including performance data and external evaluations to improve aspects of school life including challenging poor performance (A, I)</p> <p>E5. Understands the need to maintain a safe and healthy environment for all users of the school. (I)</p> <p>E6. Understands the Head's responsibilities for safeguarding and equalities. (I)</p> <p>E7. Understands the Head's responsibilities for maintaining ISI compliance (AI)</p> <p>E8. Understands the role of the Bursar and works to support that role in all aspects of financial responsibility, including delivery of the school budget and operational targets (I)</p> <p>E9. Recognising the need to promote the school successfully in a competitive local market to prospective parents; being able to articulate convincingly the unique offering of the school and facilitate parents in making their purchasing decision.</p>
<p>F. Strengthening Community through Collaboration</p> <p>To engage with the internal and external school community, thus modelling the principles of equity and entitlement. To encourage and engage in collaboration with other schools in order to bring positive benefits to the school and share its expertise more widely. To ensure the school seeks creative ways to support the community.</p>	<p>F1. Experience of networking and working collaboratively with other schools and education providers, agencies, the wider community, multi-faith communities and businesses and involving them in enriching the learning experience of pupils. (A, I, R)</p> <p>F2. Engage fully and support the education strategy of the MTET (I)</p> <p>F3. Ability to engage in a partnership with parents and carers, to enhance children's enjoyment, wellbeing, achievement and personal development. (I)</p>

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Attributes measured by: A – Application; I – Interview; R - Reference