



**JOB TITLE:** Head

**Reporting to:** Chief Executive Officer

### **Job Purpose**

To provide strategic leadership for the whole College and hold overall accountability for direction and standards achieved, ensuring the highest quality of outcomes inclusive of safeguarding (child protection), learning (progress over time), teaching, the wider curriculum, the boarding experience and pastoral care.

The Head should also:

- Have responsibility for safeguarding and promoting the health, safety and welfare of students and staff, providing a secure and inclusive climate where all students feel safe, valued and secure;
- Ensure Stoke College remains fully compliant with all aspects for the Independent School Standards Regulations (ISSR) and the National Minimum Standards for Boarding (NMS) along with the Early Years Foundation Stage (EYFS) Statutory Framework; Tier 4 compliance and visa processes.
- Provide the leadership and management, which enables Stoke College to give every student a high-quality education and which promotes the highest possible standards of achievement and well-being;
- Communicate the Stoke College vision and drive the strategic leadership, empowering all students and staff to excel;
- Ensure that the education and interests of our students are at the centre of everything we do at Stoke College.

### **Strategic Direction and Development of the School**

- Continue, with the Proprietor, CEO and the Advisory Board, the development of a strategic view for the school and analyse and plan for the school's future, development and expansion, taking account of the local and national context;
- Work with the Board of Directors to develop the strategic vision and future direction for the College, whilst empowering all members of the College to play their part in achieving that vision;
- Translate the vision into agreed objectives and operational plans;
- Secure the highest standards of safeguarding across Stoke College;
- Work within the governance structure to enable it to meet its statutory responsibilities;
- Ensure the on going development of an organisational structure which reflects the College's values and enables effective and efficient operations;
- Ensure evidence-based improvement plans and policies that promote continuous improvement;
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation for all;
- Personally undertake marketing tours in various parts of the world if asked to do so by the CEO, including East Asia, to promote the College to prospective students and their families;
- Collaborate with other agencies to ensure student and community needs are met;
- Use Stoke College to promote community cohesion and to promote extended services and work with other partners.
- Attend school meetings out of term time and effectively be present at school when required during non-term events such as Summer School, lettings or marketing events.

### **Teaching, Learning and Pastoral Care**

- Sustain effective teaching and learning throughout the school, by monitoring and evaluating the work of staff and the standard of children's achievements, using appropriate benchmarks to set targets for improvement;
- Use the College structure to maximise and deploy both resources and expertise to raise achievement across partner schools

Stoke College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

- Ensure a continuous and consistent focus on students' achievement, using data and benchmarks to monitor progress and make improvements where necessary;
- Establish creative, responsive and effective approaches to learning and teaching;
- Monitor, evaluate and review school practice and promote improvement strategies;
- To actively promote curriculum development and innovation, within all areas of life across the College including the wider curriculum.
- Collaborate with parents/carers and with other agencies to ensure that they are well informed about all aspects of the College and, in particular, about attainment, progress and targets for further improvement;
- Ensure every individual child has access to high quality learning and teaching.

#### **Leading and Managing Staff**

- Lead, motivate, support, challenge and develop staff to ensure continuing improvement;
- Motivate others to create a shared learning culture and positive climate through distribution of leadership through teams and individuals;
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development;
- Ensure the development of, and maintain, effective strategies and procedures for staff induction, professional development and performance review;
- Recruit, retain and deploy staff efficiently and appropriately;
- Develop a positive ethos which enables everyone to work collaboratively in all areas across the College;
- Ensure individual staff accountabilities are clearly defined, understood, agreed and recorded; tackling underperformance in a timely and efficient manner.

#### **Efficient and effective deployment of staff and resources**

- Deploy people and resources, efficiently and effectively, to meet specific objectives arising from the school's strategic plan and financial context;
- Work with emotional intelligence and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context;
- Ensure effective planning, allocation, support and evaluation of the work of teams and individuals;
- Work with the Chief Executive Officer to set an appropriate budget for the Academic part of the school.
- To establish and maintain appropriate working relationships with the College Board and Chief Executive Officer;
- To ensure appropriate presentation and reporting to the College Board and Chief Executive Officer on the progress of the organisation and on all matters relevant to the discharge of the Stoke College responsibilities.

#### **Accountability**

- Promote and maintain a culture of high expectations for self and others;
- Regularly review own practice, set personal targets and take responsibility for own development;
- Be responsible for the line management, professional development and appraisal process for the Senior Leadership team across the College.

The above, whilst being the focus of the Head's annual review, is not exhaustive. The post-holder may be expected to carry out work that is not specified in the job profile, but which is within the remit of the duties and responsibilities of the post-holder, at the request from College Board or Chief Executive Officer. The Head should also become a member of ISA.