### 

### Headteacher Appointment

**A. The Core Purpose of the Headteacher**

The core purpose of the Headteacher is to provide professional leadership and management of the College. This will promote a secure foundation from which to achieve high standards in all areas of the College’s work. To gain this success a Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all students. Headteachers must establish a culture that promotes excellence, equality and high expectations of all students.

The College’s future is expressed in the strategic plan currently being devised by the owners and governing body, and the new head will be expected to make a significant contribution to thinking and execution in this area. It is the intention of the owners to recruit more students, especially through the enrolment of foreign boarders, yet retain what is an essentially “English” education. Moreover, there is a real interest in making full use of technology to produce an innovative learning environment that encourages self-directed and active learning.

The Headteacher is the leading professional in the College. Accountable to the owners, Bedstone Educational Ltd (BEL), the Headteacher provides vision, leadership and direction for the College and ensures that it is managed and organised to meet its aims and targets. The Headteacher, working with others, is responsible for evaluating the College’s performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the College’s aims and objectives and for the day-to-day management, organisation and administration of the College.

The Headteacher, working with and through others, secures the commitment of the wider community to the College by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, parishes, the Local Authority, higher education institutions and employers. Through such partnerships and other activities, headteachers play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.

Drawing on the support provided by members of the school community, the Headteacher is responsible for creating a productive learning environment which is engaging and fulfilling for all students and staff. The role of the governing body, via its termly meetings, is to review and recommend policies and procedures to BEL and the Head is closely involved.

|  |  |
| --- | --- |
| **B. JOB DESCRIPTION** | |
| **Post Title:** | Headteacher |
| **Responsible to:** | Bedstone Educational Ltd (BEL) |
| **Job Scope:**  **1. Shaping the Future**  The strategic direction and development of the College stem from the educational mission of the owners through Bedstone Educational Ltd. The Headteacher will ensure that his/her leadership demonstrates commitment to promoting and developing the College’s distinctive international identity through the search for excellence in all areas of this work.  Critical to the role of headship is working with BEL, the governing body and others to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the College community. This vision should express core educational values and moral purpose and be inclusive of stakeholders’ values and beliefs.  **2. Leading Learning and Teaching**  In College the Headteacher leads a learning community rooted in the belief that all students are capable of achieving, whatever and wherever their talents. The Headteacher will lead the College community in promoting positive attitudes to learning amongst students and staff, especially using appropriate technology to enthuse active learning amongst the students.  The Headteacher has a central responsibility for raising the quality of teaching and learning and for students’ achievement. This implies setting high expectations and monitoring and evaluating the effectiveness of learning outcomes.  **3. Managing the College**  In all schools, the deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the College’s Mission Statement.  The Headteacher needs to provide effective organisation and management of the College and seek ways of improving organisational structures and functions based on rigorous self-evaluation. The headteacher should ensure that the College and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment. These management responsibilities imply the re-examination of the roles and responsibilities of those adults working in the College to build capacity across the workforce and ensure resources are deployed to achieve value for money. The Headteacher should also seek to build successful organisations through effective collaborations with others.  **4. Securing Accountability**  The Headteacher supports the owners (BEL) and governing body in fulfilling their responsibilities in accordance with national legislation and high standards of ethical behaviour.  The Headteacher is accountable to a wide range of groups, particularly students, parents, carers, governors, parish, wider community and the owners. The Headteacher is accountable for ensuring that students enjoy and benefit from a high-quality education, for promoting collective responsibility within the whole College community and for contributing to the education service more widely. The Headteacher is legally and contractually accountable to the owners for the College, its environment, the fulfilment of its stated mission and all its work.  **5. Developing Self and Working with Others**  In any school the role of a Headteacher is one of leadership of a learning community rooted in a desire to help students’ reach their potential and to facilitate opportunities for staff to develop professionally. The headteacher’s work with staff should demonstrate an awareness of their central role in nurturing young minds and providing learning opportunities.  Through performance management and effective continuing professional development practice, the Headteacher supports all staff to achieve high standards. To equip themselves with the capacity to deal with the complexity of the role and the range of leadership skills and actions required of them, headteachers should be committed to their own continuing professional development.  **6. Strengthening Community**  The Headteacher should commit to engaging with the internal and external College community to secure widening opportunities for its students. The headteacher should seek openings to productively collaborate with other schools to share expertise and bring positive benefits to their own and other schools. | |
| **C. Main Job Responsibilities:**  **1.Shaping the Future**   * Recognise the authority of the BEL in relation to the provision of education in the College and work within the College and community to create and promote an educational vision and values for the College which take account of the College’s mission and of the diversity, values and experiences of the College and the community it serves. * Ensure the vision for the College is clearly articulated, shared, understood and acted upon effectively by all. * Work within the College community to translate the vision into agreed strategic objectives and operational plans which will promote and sustain school improvement. * Demonstrate the vision and values in everyday work and practice. * Motivate and work with others to create a shared culture and positive climate. * Encourage creativity, innovation and the use of appropriate new technologies, especially in learning, to achieve excellence. * Ensure that strategic planning takes account of the diversity, values and experience of the College and community at large.   **2.Leading Learning and Teaching**   * Enable a consistent and continuous school-wide focus on students’ achievement, using data and benchmarks to monitor progress in every child’s learning. * Ensure that learning is at the centre of strategic planning and resource management. * Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils by giving technology a central role in any agreed strategy. * Ensure high quality personal, social, health education and citizenship in accordance with the latest regulations. * Ensure quality provision for students’ spiritual, moral, social and cultural education in line with the nature, purpose and aims of the College. * Establish creative, responsive and effective approaches to active learning and teaching, especially using technology to best effect. * Build a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning * Demonstrate and articulate high expectations and set stretching targets for the whole College. * Implement strategies which secure high standards of behaviour and attendance. * Initiate and implement a diverse, flexible curriculum and implement an effective assessment framework. * Monitor, evaluate and review classroom practice and promote improvement strategies. * Challenge underperformance at all levels and ensure effective corrective action and follow-up.   **3. Managing the College**   * Create an organisational structure which reflects the College’s inclusive values, and enables the management systems, structures and processes to work effectively and legally. * Produce and implement clear, evidence-based improvement plans and policies for the development of the College and its facilities. * Ensure that policies and practices take account of national and local circumstances, policies and initiatives and all regulatory requirements. * Working with BEL, manage the College’s financial and human resources effectively and efficiently to achieve the College’s educational goals and priorities. * Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the College, including performance management processes. * Challenge inappropriate staff behaviour and deal effectively with staffing issues, including those relating to conduct, competence and attendance. * Manage and organise the College environment efficiently and effectively to ensure that it reflects the distinctive characteristics of a boarding education and meets the needs of the curriculum, Safeguarding and health and safety regulations.   **4. Securing Accountability**   * Fulfil commitments arising from contractual accountability to the owners and governing body respectively. * Develop a culture which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes. * Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation. * Work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities and secure the distinctive character of the College. * Develop and present a coherent, understandable and accurate account of the College’s performance to a range of audiences including owners, governors, parents and carers. * Reflect on personal contribution to College achievements and take account of feedback from others.   **5. Developing Self and Working with Others**   * Treat people fairly, equitably and with dignity and respect to create and maintain a positive College culture consistent with the ethos of the school and its mission. * Build a collaborative learning culture within the College and actively engage with other schools to build effective learning communities. * Develop and maintain effective strategies and procedures for staff induction, professional development and performance review. * Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities and acknowledging/celebrating success * Regularly review own practice, set personal targets and take responsibility for own personal development.   **6. Strengthening Community**   * Build a school culture and curriculum based on values of commitment, opportunity, respect and excellence, which take account of the richness and diversity of the College’s communities. * Create and promote positive strategies for challenging prejudice and dealing with harassment. * Ensure a range of community-based learning experiences. * Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of students and their families. * Create and maintain an effective partnership with parents and carers as the prime educators to support and improve students’ achievement and personal development. * Seek opportunities to invite parents and carers, the parish community, businesses or other organisations into the College to enhance and enrich the school as an open community and its value to the wider community. * Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives. | |
| **D. Person Specification:**  **1.Education & Training**   * DfE recognised teaching qualification * Evidence of continuing professional development relating to school leadership and curriculum development * Enhanced DBS   **2. Relevant Experience**   * Substantial leadership experience in a senior boarding school setting, preferably at Deputy Head level * Recent active teaching experience and clear understanding of how technology can enhance learning * Proven success in raising attainment and achievement, and determination in keeping them raised * An understanding of, and commitment to, promoting and safeguarding the welfare of students especially in a boarding environment * Proven knowledge and understanding of, and ability to manage, a delegated budget * Experience of setting targets and monitoring performance to raise student achievement * Capacity to understand and provide for the whole range of student needs and abilities * Understanding and experience of the importance of critical self-evaluation to improve outcomes   **3. Relevant Skills**   * Vision to chart the optimum future development of an “all-through” school * Inspirational leadership style * Ability to think and plan strategically and to respond flexibly to change * Effective communication skills, written and oral, to a variety of audiences * Excellent interpersonal skills * Ability to foster links with other schools; locally, nationally and internationally * Ability to motivate and develop commitment among teaching and non-teaching staff * Ability to build on success * Ability to lead and manage people as individuals and to develop the common goals of a team * Ability to organise work, prioritise tasks, make decisions and manage time effectively, recognising the importance of work/life balance. * Ability to reflect on aspects of school life which promote high achievement and good behaviour * A sense of humour, energy and enthusiasm * ICT literate   **4. Knowledge**   * Knowledge of current trends in educational development and management * A clear understanding of the essential qualities necessary for effective teaching and learning. * Familiarity with current strategic national and local issues in education   **5. Personal Qualities**   * Flair for inspiring and sustaining a culture of high achievement for all * Ability to propel the schools’ vision and values forward, and promote their achievements to the local and international communities * Capacity to relate to all students from whatever background to motivate them to achieve their potential * Energy to initiate and manage successful change * Integrity, commitment, enthusiasm, stamina to persevere and succeed | |
| **Terms of Appointment:**  The successful candidates will be offered a full-time permanent post.  Family accommodation on site is available.  The salary will be competitive and negotiable for the best candidate. Other benefits include annual leave and significantly subsidised education for staff children. | |

Personal data collected will be used for recruitment purpose only

*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future*

**The owners and governing body are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.**

August 2018

V4