

Howard House School

JOB DESCRIPTION

TITLE: Head of School
Salary - Negotiable

RESPONSIBLE TO: The Directors of Howard House Care

PURPOSE OF THE POST: The Directors are looking to appoint a professional, charismatic leader with the energy and dynamism to lead the school on its journey of development.

KEY TASKS:

Leadership and Management

Demonstrate and support the values of the school and deliver a balanced education for our students to achieve the best that they can be.

To lead by example with integrity, creativity, resilience and clarity drawing on personal skills and expertise.

Develop positive relationships with students, staff, parents and the wider community.

Demonstrate an excellent understanding of current and future developments of the educational environment at all levels.

Operate with political and financial astuteness, within a clear set of principles centred on the school vision.

Clearly communicate to all stakeholders the school's vision, empowering all to excel.

Plan and articulate a clear vision of succession planning for current and aspiring leaders.

Teaching and Learning

Be ambitious for all of our students. Create an environment which drives attainment, progress and develops well-rounded, resilient young people.

Foster excellent teaching through a thorough understanding of classroom best practices, delivering rich curriculum opportunities for all.

Create a culture of support which ensures all staff are motivated to develop their own skills and professional development.

To hold all staff to account for their professional conduct and practice.

Systems, Process and Resourcing

Ensure the schools systems and organisational processes are efficient and fit for purpose.

Provide a safe, calm and structured environment for all students and staff, with a focus on continually safeguarding students.

Establish rigorous, fair and transparent measures for managing performance of all staff.

Welcome and work with the Management Committee to understand its role and to deliver its functions effectively.

Support strategic, curriculum led financial planning to ensure effective and sustainable use of budgets and resources.

Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision-making.

School Improvement

Develop effective relationships with other schools and organisations to champion best practices and to secure outstanding achievements for all students.

Be prepared to pro-actively challenge educational orthodoxies to achieve excellence.

Inspire and influence others within and beyond schools to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Your role is to secure and build innovative approaches to school improvement, leadership and governance.

Other Requirements

The post holder will be required to undergo criminal and reference checks as part of the recruitment process and must be willing to participate in further training as the job requires.

All staff are expected to take responsibility for safeguarding and promoting the welfare of students at the School.

The post holder must be prepared to carry out additional duties which may reasonably be required.

January 2019

PERSON SPECIFICATION

This acts as selection criteria and gives an outline of the type of person and the characteristics required to carry out the post. Please make sure when completing your application form that you give specific examples to demonstrate how you match the requirements of the post.

	Essential	Desirable
Qualifications and Experience		
Honours Graduate.	✓	
Qualified Teacher Status.	✓	
Relevant Post Graduate qualification.		✓
NPQH/NPQH by start date.	✓	
Recent successful Senior Leadership experience.	✓	
A CPD portfolio.	✓	
Excellent understanding of National Curriculum and policy framework.	✓	
Experience of coaching and performance management	✓	
Proven track record of providing inspiration and working collaboratively with staff, students and Governors.	✓	
Experience of teaching at KS3 and GCSE	✓	
Experience of managing organisational change.		✓
A proven track record of successful teaching.	✓	
Experience of strategic planning and rigorous self and external evaluation to develop the quality of education.	✓	
Experience of collaborative working with external partners leading to improved quality of education.		✓
Financial competency, comprehension, acumen and awareness.	✓	
Experience of raising achievement through improving teaching and learning and curriculum developments.	✓	
Construction, management and implementation of school strategic vision and development plan.		✓
Able to be innovative with regards to school budgets.	✓	

	Essential	Desirable
Knowledge and Skills		
Safeguarding of children and child protection.	✓	
Developments in education research, policy and practice.	✓	
Ability to generate and share a vision.	✓	
Effective teaching and assessment for learning in promoting excellence and high attainment.	✓	
Ability to manage workloads and delegate to others where appropriate and to work under pressure.	✓	
Extensive knowledge of national policy framework including Ofsted.		✓
Ability to use data and a range of sources of evidence to make judgements and identify priorities.	✓	
Able to undertake robust and accurate school self-evaluation, using the outcomes to plan effectively for improvements.	✓	
Excellent organisational skills and is able to prioritise workload.	✓	
Proven ability in building and maintaining strong networking and relationship building skills across schools and organisations.	✓	
Able to improve the school's reputation further.		✓
Personal Qualities		
Excellent communication, presentation and diplomatic skills.	✓	
Uncompromisingly ambitious for students and their life chances.	✓	
An inspirational leader creating opportunities for improvement via challenge and support, inspiring others to achieve.	✓	
A strong personal commitment to inclusion and diversity.	✓	

January 2019