



CAMERON VALE SCHOOL CHELSEA

NURTURING SUCCESS

JOB DESCRIPTION

Head Teacher

The Head is accountable to the Governors for the effective leadership and management of the School in all respects. This will include ensuring the highest standards of education are delivered to the students, leading and motivating teachers and operational staff, directing the content and organisation of the curriculum, promoting a safe and secure environment for all and providing robust management and discipline for the School.

Key responsibilities within the role include:

- To provide and articulate in conjunction with the Governors a vision for the future development of the School that conforms to its aims, values, traditions and ethos;
- To ensure that the School is successful in recruiting pupils both into the Nursery and Reception, and at other points where vacancies should arise;
- To recruit dedicated teaching and nursery staff of outstanding quality who will be sympathetic to the aims of the School, and to assist them in developing their professional skills and ambitions;
- To bring before the Governors a prompt and informed awareness of the School's needs and challenges, and to propose ways and means to meet those challenges;
- To provide strong and inspiring leadership to both staff and pupils to achieve the highest standards in all aspects of the education provided in and out of the classroom;
- To safeguard and promote the welfare of staff and pupils;
- To communicate effectively with all sections of the School community; especially Governors, staff, pupils, former pupils, other schools both independent and maintained, and the local community;
- To drive forward in conjunction with the Governors a programme of capital development and material improvement;
- To keep the School curriculum under constant review, recognising and evaluating current educational initiatives and innovating when it is in the interests of the pupils to do so;
- To review with the Governors areas of priority for the School, and to ensure that a programme for the monitoring and review of all School policies and practices is kept up to date;
- To work with the SLT to ensure that the School's budget targets are met, that funds are expended wisely and productively, and that the School's finances remain in good order;
- To achieve a strong and effective working relationship with all stakeholders;
- To ensure the School's compliance with current legislation and Inspection requirements.

PERSON SPECIFICATION

The Head will have the personal qualities to lead, motivate and inspire the School, and will be able to demonstrate natural authority, leading by example, and commanding the respect of the pupils, staff and parents.

In addition:

- Have a passionate commitment to the academic, personal and social development of the pupils, understand the needs and concerns of the age group and have a natural empathy with them
- Have appropriate self-confidence, and inspire confidence in others, whilst remaining considerate of the needs of others, with an ability to deal sensitively with conflict
- Display energy and imagination, have a vision for what the School should achieve in the future, with the courage to innovate, and an unwavering commitment to the continued development of the School
- Be a standard setter for all sections of the School community
- Have an open, participative, collegiate style, with an inclusive and empowering approach to management, with an ability to build trust and foster team spirit
- Be able to relate to, value, nurture and communicate with all members of the School community
- Develop and maintain strong and positive relationships with the Governors, the Senior Management Team and other colleagues
- Demonstrate personal strength of character through transparency, integrity and fairness
- Be a confident, effective communicator at all levels of the School community, especially Governors, staff, pupils, parents, former pupils, other schools both independent and maintained, and the local community
- Have a genuine interest in striving for excellence in everything the School does for its children
- Be able to inspire, challenge and motivate others.

Experience and knowledge sought:

- Have relevant leadership and management experience in a Primary or Preparatory School (or Preparatory Department of a Senior School), a proven track record as a successful Head, or as an experienced Deputy Head.
- Be a well-qualified, experienced and successful teacher, with a love of teaching and an awareness of developments in the wider educational environment
- Be computer literate, and a confident user of IT for communications and management purposes. Have an appreciation of IT and its relevance coupled with proven administrative skills whilst not being over reliant on email and be able to deal with certain matters face to face
- Be able to market and represent the School effectively, able to introduce new ideas, through excellent communication to prospective and current parents and the wider community, including the local press, and foster existing and future relations with a wide range of Senior Schools
- Have the experience to ensure that the School remains sufficiently attractive to recruit pupils in a very competitive market

- Through acquired senior management experience be able to be the confident, 'public' face of the School and in so doing, be an ambassador at all times
- Have a clear understanding of a School's financial environment. The be able to work with the Bursar and the Board of Governors to ensure that the School's budget targets are met, that funds are expended wisely and productively, and that the School's finances remain in good order
- Have sound management experience, coupled with the knowledge of how to establish clear standards and expectations, know how to manage and evaluate performance and how to delegate appropriately and time manage effectively
- Be able to keep the School Curriculum under constant review by being able to recognise and evaluate current educational initiatives and innovate when it is in the interests of the pupils to do so
- Have proven judgement in the appointment and development of teaching staff, and in the support and encouragement of non-teaching staff. To recognise dedicated staff of outstanding quality who will also be sympathetic to the aims of the School and with personal knowledge be able to assist them in developing their professional skills and ambitions
- Have the ability to plan and think strategically, and actively contribute to Board discussions on organisational strategy, priorities and imperatives
- Be able to review School development effectively with the Governors, and to ensure that programmes for the monitoring and review of all School policies and practices are sound and up to date
- Through prior experience be able to provide leadership in discussions with Governors on matters relating to Child Protection and Health and Safety regulations
- Have up to date knowledge of all matters relating to inspection and legal compliance.

Qualifications:

- Degree educated with a PGCE
- NPQH would be advantageous
- Membership of IAPS or IAS