

JOB DESCRIPTION

JOB TITLE:	Headteacher
SCHOOL:	Victoria College
SALARY GRADE:	Leadership Spine Headteacher Group 4
REPORTING TO:	Group Director of Education and Governing Body

1. Job purpose

1.1 To provide professional leadership and vision to ensure a positive and learning centred ethos which provides opportunities for the highest quality of learning and achievement for all pupils. To this end, to perform the professional duties of a Headteacher as detailed in the Standards for Headteachers in Jersey and the Statement of the role, responsibilities and duties of the Headteacher, as agreed.

1.2 In addition to the core role of Headteacher of Victoria College, the postholder is also a member of the joint Board of Governors and its subcommittees, as required, and serves as a trustee of the Victoria College Foundation.

2. Accountability

The Headteacher is accountable to:

- the Group Director of Education who is responsible for the administration and management of the Education Service
- the Governing Body
- the parents and carers in respect of individual students

3. Principle Responsibilities

The Headteacher shall exercise the following responsibilities:

- monitor, evaluate and review the work Victoria College and plan for its continued development
- advise and assist the Governing Body in the fulfilment of its responsibilities

- ensure appropriate liaison and co-operation with CYPES and other educational establishments with which the school relates
- in partnership with the Governing Body and other stakeholders, develop the strategic vision and aims for Victoria College
- create and maintain an environment which encourages good behaviour and discipline in keeping with the values of Victoria College
- determine, organise and implement the curriculum and its assessment to ensure it meets the needs of the students, statutory requirements and the policies of CYPES
- develop effective partnerships with parents and carers to support and enhance the quality of learning, ensuring that they are well informed about the attainment and progress of their sons
- further develop the strong learning ethos which permeates the work of the school to secure high standards of achievement
- recruit, select, lead, motivate, develop, support and challenge staff, to provide high quality teaching and learning
- develop effective links with external agencies, the wider community, businesses, partner schools and higher education institutions
- serve as a Trustee of the Victoria College Foundation

PERSON SPECIFICATION

HEADTEACHER

The person appointed will be required to perform the professional duties of a Headteacher as detailed in the Standards for Headteachers in Jersey which have been adapted from the revised National Standards for Headteachers in Wales.

The ideal candidate will match the following specification:

Qualifications	First degree from a British University or recognised equivalent UK or Jersey Qualified teacher status
Professional Development:	The Headteacher will have evidence of: Recent and relevant training in current education practice including management
Knowledge and Experience:	The Headteacher will demonstrate: extensive knowledge and understanding of current educational theory and practice and its impact on creating a high-quality learning environment
	able to demonstrate an understanding of how to make whole-school effective change
	knowledge and understanding of leadership and management theory, practice and successful implementation
	excellent classroom practice demonstrated in a variety of schools across the 11-18 age range
	successful school leadership and experience in senior management role in high achieving school
	a record of initiating and leading improvements in the quality of teaching and learning
Personal Attributes:	The Headteacher will demonstrate: personal impact and presence
	adaptability
	energy, vigour and enthusiasm
	intellectual rigour

	empathy
	sense of humour, commitment, reliability and integrity
Skills:	The Headteacher is able to:
	apply professional knowledge, understanding, skills and attributes to achieve desired outcomes
	create a vision for a high achieving, learning centred school
	plan strategically to enable the vision to be achieved
	build and support a high performing team
	lead, manage and deploy staff and resources to initiate and manage change and improve the quality of teaching and learning
	establish a positive ethos and motivate and inspire students, staff, parents, governors and the wider community
	set high standards and provide a role model for staff and students
	make decisions based on analysis, interpretation and understanding of relevant data and information
	think creatively and imaginatively to anticipate and solve problems and identify opportunities
	communicate effectively orally and in writing to a range of audiences
	deal sensitively with staff, students, parents/carers and the wider community
	prioritise and work under pressure to achieve challenging goals

Statement of the role, responsibilities and duties of the Headteacher

The Role of the Headteacher

The major role is to provide leadership to all those engaged in the life and work of the school and to ensure that the human and physical resources of the school are used to their maximum effect in providing all the pupils with the best educational experience. The Head is also the principal representative of the school to the wider community, in particular to parents, and is responsible for the internal organisation, management and control of the school. The Head is responsible to the Department for Children, Young People, Education and Skills and, if applicable, the school's Governing Body, for the quality of the school's performance.

1. Responsibilities

The Headteacher should exercise the following responsibilities:

- a) Define the overall aims and objectives of the school and formulate policies for their implementation.
- b) Determine and implement an appropriate curriculum having regard to the curriculum policies of the Department for Children, Young People, Education and Skills, the varying needs, experience, interests, aptitudes and stage development of all the pupils in the school and the resources available to the school.
- c) Organise a system of pastoral care for all the pupils in the school.
- d) Determine a policy for pupils' behaviour and discipline and establish and maintain such rules and codes of conduct for pupils as required for the maintenance of order and discipline within the school, including the determination of systems of rewards and punishments.
- e) Take all possible steps to ensure the safety and welfare of all pupils in the school while on the school site and while engaged in authorised activities off the site.
- f) Keep the work and organisation of the school under review, including evaluation standards of teaching and learning and monitor progress of all pupils and their levels of achievement through appropriate records and reports.
- g) Ensure that each pupil is receiving education according to his/her needs within the resources available to the school.
- h) Ensure that each pupil is provided with support from the pastoral care system.

- i) Take a major part in the selection, appointment and promotion of all staff.
- j) Define the organisational structure for teaching posts, including the allocation of supplements to the Main Professional Grade.
- k) Within the terms of any agreement negotiated by the Department for Children, Young People, Education and Skills, allocate duties and responsibilities to all members of the staff and provide them with written job descriptions.
- l) Deploy and manage all members of staff.
- m) Monitor and evaluate the work of all staff to ensure that appropriate standards of performance are established and maintained and organise/participate in the arrangements for their appraisal within agreed policy.
- n) Motivate teaching staff by personal influence and example and promote their personal and professional development.
- o) Take all possible steps to ensure the safety and welfare of the teaching staff while on the school premises.
- p) Deploy, allocate, control and account for the school's financial resources (including school voluntary funds.)
- q) Ensure the best use of the physical resources of the school (including buildings and equipment) to achieve the aims and objectives agreed and be responsible for authorisation of minor repairs/improvements and emergency repairs.
- r) Make provision for the security and effective supervision of the school building and grounds.
- s) Ensure that parents are properly informed about the general life and work of the school and about the progress and educational and other achievements of their children.
- t) Establish effective channels of communication between the school and the wider community so that the community may be informed about the school and the school may understand and react to the needs and wishes of the community.
- u) Establish and maintain effective liaison with external agencies whose operations affect or are affected by the school.

- v) Establish and maintain effective liaison with employers in organisations and individually, in order to identify their expectations and the employment opportunities available for pupils.
- w) If applicable, to advise and assist the Governing Body in the fulfilment of its responsibilities and attend and report to meetings of the Governing Body.
- x) Provide for appropriate liaison and co-operation with the Department for Children, Young People, Education and Skills, including making such returns as the Department may require, and with other education establishments with which the school relates.
- y) Ensure that a Deputy Headteacher or other suitable member of staff is nominated to take an appropriate part of the Headteacher's responsibilities in cases of absence.
- z) Accept all those elements of the Teacher's Task (as agreed and defined) which affect professional responsibility and development and contribute as the Head deems appropriate to the teaching of pupils.

2. Accountability

A Head is accountable to a wide range of bodies and individuals but in particular he/she is accountable to:

The Department for Children, Young People, Education and Skills on behalf of the Government of Jersey

If applicable, the school's Governing Body

The Director General of the Department for Children, Young People, Education and Skills and the Group Director of Education, who are responsible to the Minister for Education for the administration and management of the Department.

The parents and carers in respect of individual pupils.