



Byron College

THE BRITISH INTERNATIONAL SCHOOL

Job Title: Headteacher
Reporting to: The Board of Directors

Responsible for: Strategic leadership and management of teaching and learning of whole school to develop and secure outstanding provision at Byron College.

Job purpose

To provide dynamic and professional leadership for Byron College that builds upon change to secure its continued improvement and success, ensuring high quality education for all its pupils and improved standards of achievement. To inspire, challenge, motivate and empower all members of the school community to carry the vision forward.

The Headteacher is accountable to the Directors for the standards achieved and the conduct, management and administration of the school subject to any policies the Directors may make and/or approve.

The Headteacher will carry out his/her professional duties in accordance with and subject to

- The current Greek National Employment Legislation concerning teaching staff in primary and secondary schools,
- The current Greek Ministry of Education Legislation concerning foreign schools licensed and operating in Greece, and
- The approved annual budget of the school.

The Board of Directors fully support the principles of the National Standards for excellence for Headteachers (DfE Jan 2015) and wishes the Headteacher to work in line with its challenge, namely that the Headteacher should be meet the 6 characteristics established in each of the Four Domains.

The following job description is therefore written in alignment with the national standards that underpin the core purpose and key areas of headship.

Core purpose

The core purpose of the Headteacher is to provide professional leadership and management for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work.

Over the initial period of the appointment the foremost task will be to lead the school successfully through the period of change necessary to implement the recommendations outlined in our BSO Report in October 2014 as well as the continuation of our new 3-year strategic plan initiated in 2015.

To gain success the Headteacher will:

- Provide vision, leadership and direction
- Secure and sustain outstanding teaching and learning
- Promote excellence, equality and high expectations for all pupils
- Promote the social and cultural development of all pupils
- Evaluate school performance and identify priorities for continuous improvement
- Be accountable for deploying resources to achieve the school's aims
- Ensure that day-to-day management, organisation and administration is carried out effectively
- Create a safe and productive learning environment which is engaging and fulfilling for all pupils
- Work effectively with the Board of Directors
- Secure the commitment of the wider community
- Value the diversity of the school community it serves

Main duties

Improving the life chances of pupils

Work to develop staff who have the necessary skills and knowledge to promote equality, respect diversity, challenge stereotypes and promote the rights of children and young people. Also to recognise that the Every Child Matters principles (being healthy; staying safe; enjoying and achieving; making a positive contribution and achieving economic well-being) should be an intrinsic element of our care and education provisions.

In addition to teacher duties and expectations as described in the new Teachers' Standards document issued by the Department of Education, the Headteacher will provide directions and INSET on the following:

- Classroom instruction
- Meeting pupils' needs
- Out-of-classroom activities

- Supervision of pupils
- Attendance
- Meetings
- Personal appearance
- Continuous Professional Development (CPD)
- Professional conduct

Shaping the Future

Work to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community and to develop the ethos of the school linked to its core aims and values.

The Headteacher will:

- Ensure the aims and vision, encapsulated in “the British International School”, lead the school
- See through current projects and seek ways to develop new initiatives
- Plan and operate strategically, build and communicate a coherent vision in a range of compelling ways
- Inspire, challenge, motivate and empower others to carry the vision forward
- Model for the pupils and staff the values, vision and ethos of the school

Leading Learning and Teaching

Continue to raise the quality of teaching and learning for pupils, maximising their achievements within a successful learning culture.

The Headteacher will:

- Demonstrate personal enthusiasm for, and commitment to, the learning process
- Demonstrate the principles and practice of effective teaching and learning
- Through observation and analysis of teaching and learning activities, identify strengths and weaknesses and act on them
- Access, analyse and interpret information, and use it effectively
- Initiate and support research and debate about effective learning and teaching and develop relevant strategies for performance improvement
- Acknowledge excellence and challenge weakness in the school

Developing Self and Working with Others

To develop effective relationships and communication which underpin a professional learning community that enables everyone in the school to achieve.

The Headteacher will:

- Foster an open, fair, equitable culture and manage conflict

- Develop, empower and sustain individuals and teams
- Promote an environment where continual professional development is an integral part of the school's ethos
- Collaborate and network with others within and beyond the school
- Challenge, influence and motivate others to attain high goals
- Give and receive effective feedback and act to improve personal performance
- Ensure full and appropriate support for staff and pupils
- Accept support from others including colleagues and Directors

Managing the Organisation

Provide effective organisation and management of the school and identify ways of improving organisational structures and functions based on rigorous self-evaluation.

Ensure the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment. This includes adhering to safe employment procedures which place the safety of children and staff at the heart of all practices. The Headteacher, working with the Board of Directors, will provide a safe environment for pupils, staff and members of the school community.

To maintain and develop a successful organisation through effective collaboration with others the Headteacher will:

- Establish and sustain appropriate structures and systems
- Manage the school efficiently and effectively
- Ensure excellent behaviour of pupils and develop their independence in achieving this
- Delegate management tasks and monitor their implementation
- Prioritise, plan and organise himself and ensure others do the same
- Make professional, management and organisational decisions based on informed judgements
- Think creatively to anticipate and solve problems

Securing Accountability

The Headteacher is legally and contractually accountable to the Board of Directors for the school, its environment and all its work. The Headteacher also must fulfil the wider accountabilities in relation to pupils, parents, carers, and other relevant groups or agencies associated with Byron College.

The Headteacher will:

- Demonstrate an understanding of educational issues at a local and international level and anticipate trends
- Engage the school community in a systematic and rigorous self-evaluation and honest appraisal of the work of the school and work closely with the Board of Directors to ensure that effective school self evaluation informs school improvement priorities
- Collect, maintain and use a rich set of data to understand the strengths and weaknesses of the school and planning for what to do about the latter whilst maintaining the quality of the former.
- Combine the outcomes of regular school self review with outcomes for learners: how they are tracked, how well staff understands the value of good assessment, what is done about the data, how future learning is planned etc.
- Evaluate standards in teaching and learning. What standards are like in teaching, what you could do to improve them, the shared vision for all learners in the school;
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- Ensure effective management of the school budget and best practice in financial and employment matters in consultation with the school's business manager, accountant or the bursar.

Strengthening Community

The Headteacher will engage with the internal and external school community to secure equity and entitlement. This includes collaborating with feeder schools and with parents to promote a positive image of the school in accordance with the Mission.

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- Build a school culture and curriculum which takes account of the richness and diversity of the school's communities
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- Seek opportunities to invite parents, community figures, business or other organisations into the school to enhance and enrich the school and its value to the wider community
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- Engage in a dialogue which builds partnerships and school community consensus on values, beliefs and shared responsibilities, listen to, reflect and act on school community feedback
- Place greater emphasis on promoting collaboration among all members of the school community to address issues of importance to our school