

MAGDALEN COLLEGE SCHOOL

***We are committed to the protection and safety of our students
and expect all staff to share this commitment.***

JOB DESCRIPTION: Head Teacher

Post Title	Headteacher
Name of staff member	
Purpose	To effectively lead and manage the School, securing its position as a centre of academic excellence and as a School where the development of the whole person is paramount.
Reporting to	The Governors of Magdalen College School (Brackley)
<p>EMPLOYMENT DUTIES:</p> <p>The appointment is subject to the current conditions of employment of Headteachers contained in the School Teachers' Pay and Conditions Document, the School Standards and Framework Act, the National Standards for Headteachers, and other current educational and employment legislation. In carrying out his/her duties the Headteacher shall consult, where appropriate, with the Governing Body, the staff of the School, the parents of its pupils and other stakeholders.</p> <p>More specifically the Head Teacher will:</p>	
1.Strategic Direction and School Development	<ul style="list-style-type: none"> • Develop the strategic view and direction for the School. • Create and develop an ethos which enables secure and effective teaching and progress for all students irrespective of their background, abilities or aptitudes. • Develop the commitment of parents to the School and to the processes and practices associated with effective learning at home and at school. • Devise and implement sound financial plans which target areas of need, so maximising standards and achievement for students and staff. • Effectively monitor progress against set targets taking any necessary action to achieve success. • Ensure that the School is well known as a strong and effective contributor to education locally, regionally and nationally. • To adopt a critical and realistic approach to education initiatives, as appropriate to MCS. • To maintain an objective stance on joining a MAT.
2. LEADERSHIP AND MANAGEMENT	<ul style="list-style-type: none"> • Provide leadership which will inspire, motivate, challenge and support all staff employed by the School. • To maintain and enhance staff morale • Further develop an ethos in the School which encourages openness and dialogue and where staff and student opinions are valued.

	<ul style="list-style-type: none"> • Provide opportunities for all staff to develop their professional skills as an aid to improving performance and student achievement. • Further develop systems within the School ensure the effective evaluation of performance and development needs. These will be set out in the annual SIP. • Ensure that all staff have the opportunity to work as part of effective teams and so benefit from mutual support and development. • Ensure that all staff have appropriate job descriptions, updated to reflect changes that may occur. • Ensure that the school is marketed to secure recruitment both in Year 7 and Year 12. • To be available to meet staff, pupils, parents and other stakeholders. • To maintain a healthy and positive relationshipEn with the governors. • To lead the development of the annual School SEF. • To be the lead contact with the press and to be the “public face” of the School. • To manage the selection and appeals process. • Enhance consistency throughout all areas of the School.
3. TEACHING AND LEARNING	<ul style="list-style-type: none"> • Ensure that teaching and learning throughout the School are of the highest standards so enabling students to achieve to the maximum of their potential. • To rigorously enforce the School uniform/dress code and the highest standards of behaviour both inside and outside of lessons. • Sustain the environment and code of behaviour which enables effective teaching and learning to take place. • Sustain an ethos of mutual respect and co-operation between all people associated with the School. • Further develop the curriculum to respond to students’ needs and aspirations. • Monitor the effectiveness of the curriculum and seek areas for improvement. • Monitor the quality of teaching and learning both individually and by curriculum area to ensure quality provision. • Ensure that all students are correctly identified according to the Code of Practice and provided with the appropriate level of support. • To line manage several academic departments
4. RESOURCES	<ul style="list-style-type: none"> • Effectively recruit and manage the staff of the School. • Deploy resources effectively and efficiently in order to achieve the aims and objectives as set out in the School Improvement Plan. • To plan and maintain a balanced budget at a time of decreasing budgets.

	<ul style="list-style-type: none"> • To seek additional resources for the School in order to improve facilities or offer improved opportunities for students and staff. • Ensure that current resources and facilities are maintained in good order. • Strive to upgrade and further develop the School's resources and facilities, thereby improving working conditions and opportunities for students and staff, always within 'best value' guidelines
5. ACCOUNTABILITY	<ul style="list-style-type: none"> • Be accountable for every aspect of the day-to-day management and long-term development of the school. • To maintain and monitor an effective and manageable appraisal system for teaching and non-teaching staff. • Present regular reports to the governing body, providing information which enables them to fully meet their responsibilities • Provide reports and data about the school as and when appropriate. • Develop an ethos in the school where all staff feel valued and where they play an important part in determining the future success of the school. • Develop opportunities for students to share in the decision-making processes of the School so developing ownership and responsibility for their own future. • Develop sound and effective systems of communication within the School and between school, community, parents and other external organisations. • Constantly strive to further develop the School's reputation locally, regionally and nationally.
<p>NOTE:</p> <p>This description of the tasks associated with the Headship of a secondary school is by no means exhaustive. Our expectation is that the Headteacher will do whatever is necessary to further the effective performance and development of the School, its students, staff and community.</p> <p>Additions and amendments to those responsibilities may be made from time to time by agreement between the Headteacher and Governing Body.</p> <p>February 2023</p>	

Job description agreed (signed)

.....Head Teacher

.....Chair of Governors

.....Date