**The Role**

The Latham School is looking for an outstanding leader to take the School to its next phase of development and establish its place as the school of first choice in its market.

The key overarching goals that will help the School to achieve this aim are to:

* Ensure the School meets clearly defined targets agreed in collaboration with the Board of Directors.
* Ensure the School has an embedded, learning-focused culture capable of

delivering a high standard of teaching and learning throughout.

* Ensure the School maximises the customer experience for both parents and pupils.
* Ensure the School is able to clearly differentiate itself from its local competition.
* Ensure that the School is operationally efficient.
* Ensure the School overtly works to support and deliver the Board’s vision, purpose and principles.

Key Responsibilities

1. **Strategic Direction and Development of the School**
* Be a strong advocate of the vision for the school and championing school developments consistent with the philosophy and aims of the school.
* Work with the Board of Directors to contribute to a strategic view for the school by analysing and planning for its future needs and further development within the local and international context.

**2. Learning, Teaching and Assessment**

* Ensure that the School focuses appropriately on academic, personal, social, emotional, physical and mastery learning.
* Work to secure and sustain high teacher expectations and excellent practice in teaching and learning throughout the school.
* Prepare a School Improvement Plan is consultation with the Board of Directors and the school’s staff, which identifies priorities, sets targets, and identifies the necessary action to monitor and evaluate progress.
* Create a dynamic and professional climate with effective and innovative approaches to curriculum matters that are consistent with High Performance Learning.
* Monitor and evaluate the quality of teaching and standards of pupil’s achievement, and use benchmarks and set targets for improvement.
* Ensure that the School has clear evidence that learning consistent with the requirements of the National Curriculum (England) and school curriculum policies is happening in classrooms on a day-to-day basis.
* Ensure that the School has data about both entry level and current learning performance in order to effectively measure value added.
* Ensure that the evidence is appropriately analysed, including ACER ISA data, so that the School can report on both improvement and value added.
* Ensure that all stakeholders across the School community regularly discuss evidence about learning and how to improve it at an individual, class, year-group and whole school level.
* Ensure that the School sets challenging but achievable learning targets for individual pupils, classes, year-groups and other cohorts so that it is always seeking value-added for its pupils rather than relying on their innate performance levels.
* Undertake a annual process of School-Self-Evaluations for which quantitative as well as qualitative data is produced.
* Ensure regular mentoring and supervision of staff performance and professional development.
* Ensure that the curriculum is learner-focused, well-articulated and explicit to pupils, parents and teachers.
* Make sure that people know about how pupils make good progress in their learning at The Latham School.
* Ensure that the School’s definition of learning and the language associated with it is known to and understood by all stakeholders in the School.
* Ensure that evidence of all kinds of learning is clearly and regularly communicated in appropriate ways to all stakeholders across the school community and beyond.
* Ensure that the School regularly delivers and communicates stories and examples of successful learning from across the full range of pupil abilities and dispositions.
* Ensure that evidence of successful learning and progress in learning is a focal point of all school communications including marketing and admissions.
* Ensure that the School uses all the different media necessary so that awareness of successful learning is available within the current school community, the local community and the wider national and international communities.
* Ensure that you have evidence of learning from your own classroom visits as well as from others and that you make a personal contribution to this work inside and outside the School.

** 3. Management and Administration**

Run the School in an organised and efficient way by:

* Ensuring that all structures and systems (learning, teaching, HR, finance, administration, marketing and admissions etc.) adhere to Board policies and local legal requirements.
* Ensuring that information about all systems, structures and processes (particularly those relating to assessment, budgets and admissions) are kept to, and that up-to-date information about revenues, underspends, overspends and the current financial health of the School is always available.
* Ensuring all records and necessary returns are completed including invoices for fees and their prompt collection, where appropriate.
* Ensuring that the School operates within its agreed budget at all times bymonitoring all expenditure, including staffing costs, on a monthly basis and alerting the Business Director of any variances not in line with budgeted expenditure.
* Complying with all expenditure approval procedures.
* Monitoring and controlling the system for petty cash expenditure and accounting.
* Monitoring all fee collection and taking timely action to ensure full recovery of fees.
* Preparing timely budget plans that are developmental and in line with the agreed strategic direction for the school over a 3-year rolling period which are fully informed by the actual budgetary position.
* Submitting in the agreed format and by deadlines resource orders in line with agreed budget levels.
* Maintaining an up-to-date inventory of all resources and equipment.
* Ensuring that all resources and equipment are properly looked after and accounted for
* Ensuring the cleaning and maintenance of school buildings and grounds are effectively supervised.
* Effectively, implementing the School’s Health and Safety Policy.
* Ensuring school timings with respect to staff as well as pupils are precisely adhered to.
* Ensure that financial decisions are taken so that The Latham School can invest in both growth and improvement whilst at the same time protecting the School’s revenues and cash position.
* Ensuring that the senior leadership team of the School is fully representative of all of the people who share (delegated) responsibility for the achievement of this job description.
* Ensuring that you demonstrate high levels of organisation in everything you do.
* Increasing the number of pupils in the School.
* Ensuring that the targets agreed for school growth are challenging and ambitious.
* Ensuring that the School has a pipeline of interested prospective parents that will likely generate the agreed number of new enrolments.
* Ensuring that the admissions and recruitment process is designed to make enrolment as smooth as possible.

4. **Grounds and Premises**

The Principal is responsible for maintaining the grounds and buildings and the area immediately outside the premises to a high standard of cleanliness and appearance. In doing so the Principal should:

* Organise regular and routine cleaning and maintenance.

* Develop a culture in the school among pupils and staff for respect for property and the environment.
* Work with the Board of Directorsto plan and execute major maintenance and up-grading of the grounds and premises, where required.

5. Communication

Overtly work to support and deliver and communicate the Board’s vision, purpose and principles.

* Ensure that all colleagues in the School are working to achieve and demonstrate the School’s purposes and principles.
* Ensure that every member of staff, teaching and non- teaching, is aware of their responsibilities as well as the tasks they have to perform.
* Motivate staff and students by personal example.
* Build sound relationships with staff and parents through regular and consultative interactions.
* Use the skills of facilitation, arbitration and reconciliation for the effective management of the school.
* Ensure that existing practices are as demonstrably up-to-date as possible and are based on proven research and consistent with current good practice in UK.
* Ensure that all colleagues, members and, potential members, of the school community, are always treated respectfully by everyone, with a special emphasis on the appreciation of different cultures and outlooks.
* Ensure that all communications in the recruitment process are positive and accurately reflect the School, its ethos and approach.
* Ensure that prospective parents and pupils are addressed individually with their specific needs and concerns in mind.
* Ensure that school tours are designed to show off not only great learning and the factors that affect learning, but also how the School will specifically respond to each pupil’s individual needs.
* Ensure that all colleagues have the opportunity to learn and improve.
* Ensure that you contribute to developing ideas, discussing different approaches and agreeing and supporting best practice in each of the above.

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THE PERSON

QUALIFICATIONS

A good degree from a leading university. A formal teaching quali cation and at least ten years’

teaching experience.

SKILLS AND EXPERIENCE



Experience of overseas teaching or of teaching international pupils.



SKILLS AND ABILITIES







PERSONAL ATTRIBUTES

The successful applicant should:

Be passionate about education.

Possess good interpersonal skills and the ability to work as part of a team and lead a team of teachers.

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Be able to communicate uently and accurately in spoken and written English (Spanish language skills would be advantageous).

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Be confident and sympathetic in dealing with pupils of all academic abilities.

Be con dent in handling parents with tact and diplomacy.

Be exible in outlook and amenable to change.

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