



## ASCENSION ISLAND GOVERNMENT

### JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Head Teacher, Two Boats School</b>
<b>TEAM:</b>	<b>Education</b>
<b>REPORTS TO:</b>	<b>Director of Resources</b>
<b>JOB PURPOSE:</b>	To provide sound professional leadership and management of education on Ascension, with a view to promoting a secure foundation from which to achieve high standards, ensuring that children are safeguarded at all times.

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### MAIN DUTIES AND RESPONSIBILITIES

#### Strategic direction and development of education

*To develop the education business plan and school development plan as part of AIG's strategic planning process, and in particular:*

- Actively engage as a member of the Local Safeguarding Children Board.
- To work with AIG senior managers to explore and develop post 16 training and work-based education.
- To create an appropriate ethos and provide educational vision and direction at Two Boats School. To secure effective teaching, successful learning and achievement by learners and sustained improvement in their spiritual, moral, cultural, mental and physical development preparing them for the opportunities, responsibilities and experiences of adult life.
- Secure the commitment of parents and the wider community to the direction of Two Boats School and implement the school development plan.
- To ensure that the management, finance, organisation and administration of the school support its vision and aims and are in accordance with AIG policies and procedures.
- Where necessary to implement local policies appropriate for Two Boats School; to monitor, evaluate and review the effects of policies, priorities and targets of the school in practice and take action if necessary.

#### Learning and teaching

*To secure and sustain effective teaching and learning throughout Two Boats School and to monitor and evaluate the quality of teaching and standards of learners' achievement, using benchmarks and setting targets for improvement.*

- To ensure that all learners receive a good quality education through a programme designed to promote a stimulating style of learning in a safe and healthy school environment.
- To ensure a consistent and continuous school-wide focus on learners' achievement, using data and benchmarks to monitor progress in every child's learning.
- To work with staff to establish creative, responsive and effective approaches to learning and teaching.

- To ensure a culture and ethos of challenge and support where all learners can achieve success and become engaged in their own learning.
- To monitor evaluate and review classroom practice and promote improvement strategies to ensure that underperformance is challenged at all levels.
- Maintain adequate provision of support to SEN education within the school.

### **Leading and managing staff**

*To lead, motivate, support, challenge and develop staff to secure improvement:*

- To maximise the contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and learners.
- To plan, allocate, support and evaluate work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Create, monitor and develop an organisational structure that allows the school to meet its strategic objectives.
- To implement and sustain effective systems for the management of staff performance, incorporating lesson observations and targets for teachers, including targets relating to learners' achievement.
- To participate in arrangements for head teacher performance management.

### **Efficient and effective deployment of staff and resources**

*To deploy people and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and financial context:*

- To participate in the recruitment of staff in accordance with AIG procedures.
- To deploy and develop all staff effectively in order to improve the quality of education provided.
- To manage and monitor education expenditure within the approved education estimates in accordance with the AIG financial regulations.
- To manage and organise accommodation efficiently and effectively, to ensure that it meets the needs of the curriculum and health and safety regulations.
- To undertake responsibilities as set out in the relevant QHSE procedures.
- To ensure that appropriate risk assessments are undertaken before sanctioning and participation in any potentially hazardous activity.
- To manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve learners' achievements, ensure efficiency and secure value for money.
- To plan and organise appropriate INSET which increases staff knowledge and understanding of matters relating to education, learning and teaching.

### **Accountability**

*To be accountable for the effectiveness of the school to the Director of Resources and learners:*

- To present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences.
- To ensure that parents and learners are well-informed about the curriculum, attainment and progress and about the contribution that they can make to achieve the school's targets for improvement.
- To provide information about the work and performance of staff where it is relevant to their future employment in consultation with Human Resources.
- To make a half-termly report to the Director of Resources and the School Governors' Committee.

## **Strengthening Community**

- To build a culture and curriculum at Two Boats School that takes account of the richness and diversity of the school's communities.
- To maintain and build upon existing relationships with parents, Governors, volunteers and members of the community.
- To ensure learning experiences at the School are linked into and integrated with the wider community.
- To ensure a range of community-based learning experiences are provided at the School.
- To seek opportunities to invite parents and carers, community figures, business or other organisations into the School.
- To ensure that the school promotes effective links with the local community and continues the development of close liaison them.
- Positively engage and communicate with internal staff and external stakeholders to effectively promote the interests of the school.

## **School Governors' Committee (SGC)**

- To assist the School Governors' in their advisory role on educational provision in the school; the health and safety of the pupils; facilities and equipment.

## **Additional Specific Responsibilities**

- To ensure that the Learning Resource Centre serves the needs of the public and provides up to date resources

## **Teaching responsibilities**

- To teach the specialism(s) agreed on appointment or subsequently determined.

## **PERSON SPECIFICATION: Knowledge, skills, experience and personal attributes**

### *Qualifications*

- Qualified Teacher Status.
- First Degree or other appropriate evidence of academic achievement (essential)
- NPQH qualification (desirable)

### *Experience*

- Experience of successful leadership in education.
- Recent extensive primary and/or secondary level teaching experience.
- Experience in managing a school's budget.
- Experience of promoting an ethos conducive to effective learning and development of personal potential.
- Evidence of effective curriculum leadership and development.
- Experience of change management.

### *Special knowledge*

- The ability to think strategically and develop an effective education plan for the school.
- Knowledge and awareness of the latest thinking and ideas in education, school leadership and management and statutory requirements including those relating to health and safety and safeguarding.
- Knowledge of school budgets.

### *Skills*

- Effective communication (internally and externally)
- The ability to motivate others, coupled with approachability.
- Maintain a caring, safe and happy school with high standards of behaviour and pastoral care.
- Provide a clear sense of direction and purpose, communicating clear targets and performance standards.
- Prioritise, plan and organise.
- Work as part of a team.
- Devolve responsibilities, delegate tasks and monitor practice to see that they are being carried out.
- Seek advice and support when necessary.
- Demonstrate a commitment to equal opportunities.
- Work under pressure and to deadlines.
- Use IT as an effective learning aid, management and communication tool.

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This Job Description indicates the main duties and responsibilities of the post. It is not intended as an exhaustive list.

The Ascension Island Government (AIG) reserves the right to amend this Job Description from time to time according to operational needs. Any changes will be discussed with you and confirmed in writing. Please note that you share with AIG the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

**Updated: October 2020**