



# ALLEYN COURT PREPARATORY SCHOOL

## Job Description

Headteacher

*Childhood at its best is an exciting and wondrous adventure where learning is present at every opportunity.  
We aim to make it so.*

Alley Court Preparatory School is non-selective and educates children from 2½ - 11yrs old. The school is managed by a Trust which acts as governance of the school and trustees of the school's charitable trust. The Charitable Trust acts to support specific children who would not otherwise be able to take advantage of an independent school position.

### **Our Core Purpose**

To educate children up to the age of eleven years old to be **Curious, Courageous** and **Compassionate**.

### **Alley Court Preparatory School aims to:**

- provide a first-class education through an environment that promotes curiosity, creativity, wonder and a love of learning;
- use a broad, rich and stimulating curriculum to inspire each child to attain the highest levels of academic, physical, artistic, and social endeavour, through understanding that sustained effort, reflection and diligence will always enhance results;
- ensure children are best prepared for whatever expectations they encounter when they move to their chosen secondary education;
- instil a passion to pursue dreams to fruition and the skills to contribute to a world of rapidly changing opportunities and technologies;
- establish and maintain high personal morals in line with British Values and the Christian foundation of the school.

The school motto is as relevant today as it was when the school was founded in 1904;

**Non progredi est regredi** – *Not to go forward is to go backwards*

### Job details

**Salary:** Leadership Pay Scale L21-L25

**Contract type:** Full Time - Permanent

**Reporting to:** Chair of Trustees and Governing Body

**Responsible for:** Bursar, Head of Pre-Prep, Head of Prep School



# ALLEYN COURT PREPARATORY SCHOOL

## Main purpose

The Headteacher will:

- Provide appropriate vision, leadership and direction
- Establish and sustain the school's ethos and strategic direction in partnership with the governing board and through consultation with the school community where appropriate
- Ensure a highly effective working relationship with the Senior Leadership Team (Bursar, Head of Pre-Prep, Head of Prep School) to establish and oversee systems, processes and policies, so the school operates effectively
- Identify opportunities as well as barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively resourced and implemented
- Monitor progress towards achieving the school's aims and objectives
- Work with the Bursar to allocate financial resources appropriately, efficiently and effectively
- Be the face of the school at all times, setting and maintaining the expectations of all behaviours within the school community.
- Effectively lead teaching and learning and manage it in conjunction with the SLT
- Promote excellence, equality and high expectation for all pupils
- Evaluate school performance and identify priorities for continuous improvement
- Deploy resources to achieve the school's aims
- Carry out day-to-day management, organisation and administration
- Ensure excellent relations with the parent body
- Create a safe and productive learning environment which is engaging and fulfilling for all pupils
- Ensure that the school is well-managed as a business to ensure a secure future
- Promote and enhance Alley Court's reputation in the local and wider community

## Qualities

The headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct at all times
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Provide high quality professional opinion and guidance to the Governing Body and carry out their agreed expectations

## Duties and responsibilities

### School culture and behaviour

The headteacher will:

- Create a culture where pupils experience a positive and enriching school life



# ALLEYN COURT PREPARATORY SCHOOL

- Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism, enquiry, support and engagement in the life of the school
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Support parents throughout their experience at the school to ensure they understand the choices and processes surrounding secondary school application

## Teaching, curriculum and assessment

The Headteacher will ensure staff:

- Demonstrate personal enthusiasm for and commitment to the learning process
- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Know the children in their care extremely well and build constructive, trusting relationships from which to challenge and support children appropriately
- Listen, question and respond to what is being communicated by the pupils and those caring for them
- Recognise best practice and implement it in their own teaching
- Ensure subject expertise underpins teaching
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Seek to employ highly motivated class teachers and subject specialists to maintain the school's unique position within the area
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading, writing and mathematics so that all children progress well. Initiate and support research and debate about effective learning and teaching and develop relevant strategies for performance improvement
- Acknowledge excellence and challenge poor performance across the school through effective performance management procedures.
- Access, analyse and interpret information to monitor effective teaching and pupil progress
- Recognise that best outcomes for pupils will be achieved when there is a fruitful working relationship and partnership between school and home.
- Support children appropriately towards selective state and independent school entrance examinations



# ALLEYN COURT PREPARATORY SCHOOL

## Special educational needs (SEN) and disabilities

The headteacher will:

- Operate within the school's non-selective admissions policy whilst ensuring the school can meet the needs of all pupils admitted
- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).
- With the SLT support the Bursar to ensure that there is a routinely updated DDA audit that feeds into the school's Asset Management Plan (AMP)

## Hold all staff to account for their professional conduct and practice Professional development

The Headteacher will:

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Drive the raising of academic attainment, standards of teaching and pastoral care and the exciting breadth of the curriculum through high expectations
- Ensure excellent teaching in the school, including through training and development for staff
- Establish a culture of 'open classrooms' as a basis for sharing best practice
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Ensure training and continuing professional development is effectively planned, delivered and evaluated
- Make sure professional development opportunities draw on experts both within, and beyond the school
- Seek training and continuing professional development to meet the needs of all staff members

## 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.

- Foster an open, fair, equitable culture and manage conflict sympathetically
- Challenge, influence and motivate others to attain high results for children
- Give and receive effective critical feedback and act to improve personal performance



# ALLEYN COURT PREPARATORY SCHOOL

- Accept support and advice from others including colleagues and the Governors
- Develop and maintain good working relationships with Alley Court staff based on mutual respect and trust
- Engage positively in Headteacher appraisal programmes

## Managing the Organisation

The Head will:

- Establish and sustain appropriate structures and systems to ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risks
- Manage the school efficiently and effectively on a day-to-day basis
- Delegate tasks appropriately to staff qualified for the task and monitor their implementation
- Prioritise, plan and organise themselves and others, effectively
- Make professional, managerial decisions based on informed judgements
- Think creatively to anticipate and solve problems in a calm and efficient manner
- Ensure a safe working environment for all members of the school community, most particularly adhering to safer recruitment procedures which place the safety of children at the heart of all practices.

## Governance, accountability and working in partnership

The headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the Independent Schools' Inspectorate (ISI) frameworks and meets all statutory duties
- Engage the school community in systematic and rigorous self-evaluation of the work of the school and work closely with the Governors to ensure that effective school self-evaluation informs school improvement priorities
- Collect and use a rich set of data to understand the strengths and weaknesses of the school
- Maintain and promote strong links with the Local Authority and external bodies as required for the benefit of the school's pupils
- Work successfully with our headteacher organisations (ISA and IAPS) and attend conferences to develop professional networks to benefit the school and personal professional development
- Visit schools (state and independent) to gather benchmarking and contextual information.
- Maintain working relationships with fellow professionals and headteacher colleagues to improve educational outcomes for all pupils



# ALLEYN COURT PREPARATORY SCHOOL

## Shaping the Future

Working with the Governors and others 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 Head will:

- Think strategically, build and communicate a coherent vision in a range of compelling ways
- Inspire, challenge and motivate others to carry the vision forward
- Model the values and vision of the school while ensuring that Alley Court's traditional strengths and values are maintained.

## Strengthening the Alley Court Community

The Head will:

Recognise and take account of the richness and diversity of the school's communities

- Listen to, reflect and act on feedback from parents, pupils and other members of the school community
- Build and maintain effective relationships with parents and the wider community.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.*

*This post is subject to the current conditions of employment for Headteachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with the Staff Handbook and other policy documents available through the school intranet.*

*It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.*

*This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time, after consultation with you.*