



## **The British School of Bahrain Headteacher**

<b>Post</b>	Headteacher - Senior School
<b>Responsible to</b>	Owner & his duly authorized representatives, Head of School
<b>Duties</b>	The duties outlined in this job description are in addition to those of any other roles held by the post holder. These may be modified in consultation with the Head of School, the post holder and the other Senior Management Team members to reflect or anticipate changes in the post.

### **Personal Qualities**

The skills required are many and those essential are but not limited to: leadership, diplomacy, fairness, firmness, tolerance, trustworthiness, and the ability to be both a leader and a key team player.

### **General Responsibilities**

- Developing a strategic view for the Senior School which supports the vision, ethos and policies of the school.
- Monitoring, evaluating and developing curriculum and staffing across the Senior School.
- Monitoring and evaluating the performance of staff within the Senior School, and overall school performance and ensuring those are reported to the Chairman, Head of School and the Human Resources Department as required.
- Developing opportunities for cross-department career progression for staff within the Senior School.
- Ensuring cover within the Senior School is scheduled for staff as and when required.
- Ensuring that management, finances, organisation and administration of the Senior School supports its vision and aims.
- Monitoring, evaluating and reviewing the impact of policies, priorities and targets of the Senior School in practice, and take action if necessary.
- Ensure that all staff within the Senior School are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school.
- Using and maintaining confidentiality of school management data effectively, to monitor standards across the senior school.
- Monitoring and reporting the progress made towards achieving senior school targets and objectives and use the information to plan future developments.
- Ensuring that curriculum, targets, school's progress and attainment are efficiently communicated to the Chairman and Head of School.
- Ensuring all Senior School events are scheduled in the Annual school Calendar.
- Evaluating, planning and implementing strategies identified through the Annual School improvement plan and delegated by the Chairman and Head of School.

## **Financial Responsibilities:**

- Preparing the department annual budget with details of projected expenses (staff costs, resources, trips, etc.) and submit for collation to the Head of Accounts and Finance at the beginning of each academic year.
- Acting as a budget controller and maintaining an overview of the following within the department:
  - Staffing budget – forthcoming recruitment proposals and monitoring head counts in liaison with the Head of School and the Human Resources Department.
  - Academic resources.
  - School trips & events.
  - Charities and donations.
  - Allocation of budget for stationary and printing etc.
- Proactively introduce cost efficiency and resources maximum utilization initiatives to strengthen the productivity and financial profitability of the school.
- Assisting the School management in improving School finances and in controlling costs and wasteful expenditure.
- Appropriately prioritizing expenditure and allocation of funds through an efficient and effective administration control mechanism.
- Ensuring all financial obligations and / or agreements are processed in line with the Accounts & Finance policies and procedures, and are authorized by the appropriate signing authority

## **Teaching & Learning**

- Maintaining an environment that promotes and secures good teaching, effective learning, high standards of achievement and good behaviour.
- Determining, organising, implementing and monitoring the curriculum and its assessment and ensuring that statutory requirements are met.
- Ensuring that pupils develop study skills in order to learn more effectively and with increasing independence.
- Determining, organising and implement a policy for the personal, social and moral development of pupils.
- Monitoring and evaluating the quality of teaching and learning and standards of achievement of all pupils in the Senior School through appropriate methods.
- Determining and implementing policies which promote:
  - Positive strategies for developing good race relations and dealing with racial incidents.
  - Equality of access.
- Determining and implementing positive strategies and programmes which ensure good pupil behaviour and discipline and give support and clear guidance on exclusions.
- Developing and maintaining effective links with the community including business and industry, to extend the curriculum and enhance teaching and learning.
- Maintaining an effective partnership with parents and the wider community to support and improve pupils' achievement and personal development.
- Promote extracurricular activities in accordance with the educational aims of the school.
- Providing an example of 'excellence' as a leading classroom practitioner and inspiring and motivating other staff

- Working with the School's Senior Management Team to sustain high expectations and excellent practice in teaching and learning throughout the school.
- Monitoring and evaluating the quality of teaching and standards of pupil's achievement, using benchmarks and setting targets for improvement in the Sixth Form

### **Leading & Managing Staff**

- Working with the Head of School to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development
- In consultation with, and by the direction of the Head of School and Human Resources Department, deploying people and resources efficiently and effectively to meet specific objectives in line with the school's plan and financial context.
- Planning, allocating, supporting and evaluating work undertaken by departments, year groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
- Implementing and sustaining effective systems for the management of staff performance, incorporating performance management and target setting.
- Promoting and monitoring the continuing professional development of staff, including the induction of newly qualified teachers.
- Ensuring that professional duties are fulfilled, as specified in the Terms and Conditions of job descriptions of teachers, including those of assistant headteachers.
- Participating in the arrangements made in accordance with the regulations for performance management and threshold assessment, and to participate in the identification of areas in which the Headteacher would benefit from further training and undergoing such training.
- Ensuring that a suitable leadership team member, assumes responsibility for the discharge of the headteacher's function at any time when absent from school to ensure continuity and stability within the Senior School.
- Continuing the development of good working relationships with Senior School Management Team, staff, pupils, parents and the community.

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

- Working with recruitment agencies, Head of School, Human Resources Department to establish efficient recruitment, professional development and retention strategies for key staff members and key achievers of staff within the Senior School.
- Carrying out the required arrangements for the security and effective supervision of the school buildings, their contents and the grounds.
- Setting appropriate priorities for expenditure, allocation of funds and effective administration and control.
- Managing, monitoring and reviewing the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

### **Strategic Development of the School**

- Working with the Head of School to contribute to a strategic view for the Senior School in its community. Analysing and planning for the school's future needs and further development within the local and international context
- Demonstrating high standards of personal integrity, loyalty, discretion and professionalism

- Publicly supporting all decisions of the Senior School Management Team.
- Assisting in developing and evaluating the effectiveness of the Senior School and its contribution towards the overall school objectives.

### **Safeguarding Children & Safer Recruitment**

- The school is committed to safeguarding and promoting the welfare of children and young people as required by the ministry of education and expects all staff and volunteers to share this commitment

### **Accountability**

- Developing a systematic monitoring method through which all the staff recognise that they are accountable for the success of the school.
- Presenting a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including Board of Trustees, Chairman and Senior Management Team.
- Ensuring that parents and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and achieving the school's targets for improvement.
- Providing information, objective advice and support to the School Senior Management Team, to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- Carrying out any such duties as may be reasonably required by the School Senior Management Team.
- Supporting the Head of School in accounting for the efficiency and effectiveness of the school to all relevant stakeholders on a day to day basis

### **Signatures**

This Job Description is an integral part of the incumbents' employment contract, and may be reviewed to reflect future developments of the role upon mutual agreement by both parties.

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On behalf of the School Management and Board of Trustees

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Date

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Employee Signature

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Date