



8th April 2019

Version 5

Job description and person specification:

St Paul's Steiner School, London N1

Head Teacher

Job details

Job title: Head Teacher

Salary: Negotiable subject to experience.

Hours: This is a full-time post, the school opening hours are 8.30am to 5.30pm.

The role is a senior management position and as such does require additional hours on occasions to fulfil the requirements of the post.

Contract type: full-time, permanent

Start date: September 2019

There is scope to start during the summer term if appropriate.

Reporting to: Chair of trustees

Responsible for: See school management structure.

Overview

Are you passionate about child development and a progressive education? We are looking for someone who can marry current developments in education to the imaginative creativity of Steiner philosophy. Someone who can weave the richness of St Paul's and its highly motivated pupils and staff into the tapestry of local and National education provision. Someone who cares enough to advocate for every individual and is constantly reflective in their practice.

We are looking for an individual with vision who will lead and inspire. An enthusiastic teacher who can build and maintain positive relationships with children, staff and parents, understanding and relating to them perceptively and sympathetically.

St Paul's is thriving in terms of a vibrant pupil body along with skilled and stable teaching staff. The school has very recently been Inspected by Ofsted.



Main purpose

The Head Teacher will:

- Formulate the aims and objectives of the school and provide overall strategic leadership
- Establish policies for achieving these aims and objectives
- Manage staff and resources to that end
- Monitor progress towards the achievement of the school's aims and objectives
- Lead by example and model best practice regarding professional conduct, workload and personal development
- Be a role model for all in our community

Duties and responsibilities

- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils.
- Ensure a high quality of educational provision.
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Work with political and financial astuteness, translating policy into the school's context
- Communicate the school's vision compellingly and drive strategic leadership
- Seek training and continuing professional development to meet own needs

Pupils and staff

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- 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
- Hold all staff to account for their professional conduct and practice

Systems and processes

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose



- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Welcome and work with the governing board as appropriate, providing the information it needs to govern effectively.
- Working with the trustees and bursar support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school.

The self-improving school system

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

Other areas of responsibility

The Head Teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Head Teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person specification

The candidate will ideally possess the following qualifications although consideration will be given to alternative qualifications or experience:

Criteria	Qualities
1. Qualifications	1. Qualified teacher status



	<p>2. Preferably a University Degree</p> <p>3. Preferably a senior leadership teaching qualification.</p> <p>Note:</p> <p>Steiner Education training can be offered with the post if necessary.</p>
<p>2. Experience</p>	<ol style="list-style-type: none"> 1. Successful Senior leadership and management experience in a school. (Preferably as a Department Lead or Deputy Head Teacher) 2. Good teaching experience. 3. Involvement in school self-evaluation and development planning 4. Demonstrable experience of successful line management and staff development. 5. Demonstrate ability to delegate effectively and manage change. 6. Proven ability to identify and acknowledge excellence, as well as the ability and resolve to respond to underperformance effectively and decisively, holding staff accountable for their professional conduct and practice. 7. Experience of successful preparation for school inspections; 8. Knowledge and understanding of the issues involved in working productively with school governing bodies; 9. Evidence of the use of monitoring and evaluation strategies that raise the quality of teaching and learning, and the standard of student outcomes; 10. Successful experience of curriculum development;
<p>3. Skills and Knowledge</p>	<ol style="list-style-type: none"> 1. Ability to communicate a vision and inspire others. 2. Effective communication and interpersonal skills. 3. Ability to build effective working relationships. 4. Understanding of high-quality teaching, and the ability to model this for others and support others to improve. 5. Quality analysis skills, and the ability to use assessment information to set targets and identify weaknesses. 6. Understanding of school finances and financial management
<p>4. Personal Qualities</p>	<ol style="list-style-type: none"> 1. A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school. 2. Ability to work under pressure and prioritise effectively. 3. Commitment to maintaining confidentiality at all times



	<p>4. Commitment to safeguarding, equality and diversity.</p> <p>5. Ability to maintain discipline, build and maintain positive relationships with pupils, understanding and relating to them perceptively and sympathetically;</p> <p>6. Evidence of establishing a collaborative school vision of excellence and equity that sets high standards for every student; enabling them to achieve ambitious, challenging goals and targets; with the ability to inspire, challenge, motivate and empower others to carry the vision forward.</p>
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Notes:

This job description may be amended at any time in consultation with the post holder.

How to Apply

Candidates wishing to apply should send the following:

- a cover letter detailing why they consider themselves suitable for the role
- a completed application form
- a CV outlining qualifications and experience

Please submit by email to the following address:

trustees@stpaulssteinerschool.org

If submitted by post, send in an envelope marked personal to:

Mr James Macdonald Wright
Chair of the Trustees
St Paul's Steiner School
1 St Paul's Road
London N1 2QH

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.



Questions

If candidates have any questions they may be directed to the Chair of Trustees, Mr James Macdonald Wright, in the first instance who can be contacted by email: trustees@stpaulssteinerschool.org

Closing Date

The closing date for applications to be received is:

12:00pm, Friday 10th May 2019.

Interview Process

It is expected that interviews will be held at the School during May and June 2019. The interview process will involve completion of job specific tasks. There will be at least two interview rounds led by the Chair of Trustees.

The successful candidate will have to meet the requirement of the person specification and will be subject to pre-employment checks including a health check, an enhanced DBS check and satisfactory references.