



KIRKHAM
GRAMMAR SCHOOL

HEAD TEACHER

THE ROLE

We are looking to appoint an inspirational and outstanding practitioner. Someone who is academically ambitious, energetic and forward-thinking with a successful track record of strong, professional leadership at senior management level. They will be responsible for the delivery of our Core Values through effective leadership, internal organisation, management and control of the whole school foundation and consulting appropriately with stakeholders. They successful candidate must be able to create a safe and caring environment in order to safeguard the welfare of all pupils and staff and must strive to secure the schools future and continued improvement.

RESPONSIBLE TO: The Board of Governors

SPECIFIC RESPONSIBILITIES:

1. SCHOOL CULTURE:

- Establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community.
- Create a culture where pupils experience a positive and enriching school life.
- Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life.
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment.
- Ensure a culture of high staff professionalism.
- Promote the professional image of the school.

2. LEADERSHIP AND MANAGEMENT

- To be able to model the mission and values of Kirkham Grammar School and challenge, motivate and inspire others to achieve them.
- Ensure a high quality education which inspires and motivates its pupils and improves standards of learning and achievement.

- Demonstrate strategic thinking and leadership, a commitment to creativity, innovation and the use of new technologies to achieve excellence.
- Lead all staff effectively, and by example, to ensure that all set the highest standards and have clear roles and responsibilities which are regularly reviewed.
- Manage change and policy review and school finances effectively through regular liaison with staff and Governors, carrying out all responsibilities delegated by the latter.
- Develop strong links with other schools and the local community.
- To be responsible for the security and safety of the children and the school environs ensuring that robust Safeguarding of Children, and Health and Safety policies are in place and regulatory requirements met.
- Oversee the welfare of boarding pupils and the boarding community in general.
- Maintain the school's high profile, locally and nationally, and to lead the marketing of the school and the recruitment of both day and boarding pupils.
- Demonstrate political insight and an ability to respond to economic, social and political trends.

3. TEACHING AND LEARNING

- Ensure that the curriculum is inspiring and engaging and appropriate for the children's needs.
- Effectively manage the school resources to secure the achievement of both children and staff.
- Oversee a rigorous process of review of the quality of teaching and of learning which ensures that best practice is used at all times, is supported by effective pupil assessment and detailed pupil records, enabling every pupil's progress to be monitored and tracked.
- Provide a structure where professional practice can be developed through training and CPD.
- Provide a safe and happy environment, with strongly supportive pastoral care, in which all children can develop and thrive, catering for gifted and talented pupils while supporting and encouraging underperformers.
- Ensure a wide range of co-curricular opportunity is available for all pupils.
- Maintain a high profile around the school and undertake appropriate teaching responsibilities.
- Ensure a suitably disciplined environment where high standards of behaviour are expected.
- Maintain all policies on behalf of the Governing Body.
- Lead the school through external inspection processes, understanding the ISI's inspection regime and ensuring that the school is well placed and knowledgeable in the light of inspection priorities.

4. SCHOOL FINANCE

Work closely with the School Business Manager and other colleagues to make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness and identify priority areas for improvement.

5. RELATIONSHIPS:

The Board of Governors

- Establish and sustain professional working relationships with those responsible for governance.
- Advise and assist in the exercising of its function, in the strategic planning of the future of the school
- Attend meetings of committees and full Governors

Senior Leadership and Management

- Lead, manage and attend meetings of the Senior Leadership Team (SLT) and Senior Management Team (SMT) on a regular basis.
- Develop roles, responsibilities and appropriate accountability with the SLT and SMT
- Liaise effectively with members of SLT and SMT

With the Head of the KGS Junior School (KGJS):

- Entrust the day to day accountability of the Junior School to the Head of the Junior School whilst having overall responsibility for the whole school.
- Ensure the Head of KGJS is kept fully informed of the state and progress of the whole school
- Consult with the Head of KGJS in areas of activities as laid down in his/her job description.

With Parents and those holding Parental Responsibility:

- Make arrangements for parents/guardians to be given regular information about the school curriculum, the progress of their children and about other matters affecting the school, so as to promote a common understanding of its aims, ethos, methods and organisation.
- Encourage parental involvement in both the academic progress of their children and their wider education.

With other Professional Bodies, Agencies and Services:

- Liaise in the best interest of pupils or in the meeting of statutory obligations with medical, social and other support services.

With the Community:

- Understand the educational and economic needs of our community.
- Promote a positive image of the school
- Ensure parents/guardians and pupils are well informed about curriculum attainment, progress and targets for improvement.
- To develop links with the local employers and former pupils for the benefit of the pupils of the school.
- To ensure that the school plays a constructive role in the life of the local community and its curriculum draws on the nature and resources of that community

6. COMMUNICATION AND CONSULTATION:

- Maintain effective and appropriate communication with pupils, staff, parents/guardians and governors.

- Co-ordinate the transfer of pupils into and out of the school to ensure continuity of learning for all involved.
- Communicate regularly details of each child's learning to parent/guardians.
- Work with the Governing Body to make sure all parents/guardians understand the educational process and feel part of it.

7. OTHER DUTIES:

Undertake such other duties that the Board of Governors may, from time to time, determine in consultation with the post holder to ensure the continued existence, viability and development of the school.

Closing date for applications: Monday 23 October 2023 (12 noon).

Interview Dates: Tuesday 7 and Wednesday 8 November 2023

Lorraine Wareing

Chair of Governors

September 2023