

Headteacher

Job Description

Full Time Post Reporting to: The Trustees of Bristol Steiner School

Salary: Group 1 (L6 -18) £47,735 - £63,508

Distinguishing Features of the Position:

This is a key leadership position, requiring vision, commitment and an ability to work effectively with others. The post-holder will provide Leadership and Management of the school. She/he will have responsibility for the leadership of the School Management Team, which has overall responsibility for the day-to-day running of the school as well as its wider vision and mission. Internally, this position is entrusted with the responsibility for maintaining and improving the school's educational offering, for supporting teachers and recruiting new staff, for maintaining policies and procedures. Externally, it has a crucial role in relating to the parent community, offering visible leadership and promoting the school's educational offering with professional communications and marketing that will see pupil numbers rise to their maximum of 16 in each of the classes in the Primary Section. In addition our ambition is to see the school as a Research and Development Centre to explore how the best educational thinking, philosophy and practice from the Waldorf School Movement, nationally and internationally, can be developed alongside the educational philosophy informed by the small school movement/ human scale education/urban village schooling.

The Trustees are open to applications from candidates who have no experience of Waldorf Education but who would be committed to the school's educational philosophy and values that inform the school's policy and practice.

General Statement of Duties:

The Head teacher must be active in promoting good practice amongst the teachers, ensuring that they are supported and motivated. The requirements for this role include:

- An awareness of the challenges the school faces in being a successful, independent school and be active in meeting those challenges with competence in financial management and an ability to market the school to build pupil numbers
- Ability to oversee day-to-day management issues, relating to staff, pupils and parents; as well as ongoing legal and regulatory/compliance requirements in relation to education
- Ability to relate effectively with the parents, new and existing, describing the school's educational offering in ways that are inspiring and attractive.
- Ability to be a focal point within the school as a visible leader for both parents and teachers as well as more general stakeholder management including regulators, Ofsted, the local authority, educational service suppliers and the local community

- Leadership of continuous improvement and having the highest expectation of everyone in the organisation and of the organisation as a whole
- Ensuring that the school meets the requirements of School Standards for an independent school and with a clear focus on the quality of teaching and learning, and effective assessment arrangements that allow for monitoring of pupils progress

School vision:

- Bristol Steiner School will nurture academically successful, confident, happy, healthy, resilient and socially-conscious children who are equipped to meet the challenges of an ever-changing world. We will provide our pupils with the healthiest start in life by delivering a vibrant, uplifting Waldorf education that integrates the virtues of academic achievement, emotional intelligence, wellbeing and individuality to benefit the whole-child. The school will be nationally recognised as a beacon at the forefront of balanced, whole-child education

Our Values:



Context

The School has recently received a 'Good Ofsted' rating in all areas of performance having repositioned itself as a Primary and Kindergarten School Offer on its Redland Hill Campus in 2018. The School seeks to combine the best of Waldorf educational philosophy with that of Human Scale Education. It seeks to promote itself as the small school of choice in the city as an 'urban village school' where children are known and well known, where teaching is seen as a relational activity and where academic progress is given a high priority. All staff have received training in the principles and practice of 'Attachment Theory'.

There is a strong and stable staff team with a Senior Education Manager for the Primary Section and also a Lead Manager for the Kindergarten/Early Years Provision supported by an Administration Manager and a Business Development and Admissions Manager. SEND provision is overseen by a Special Educational needs Co-ordinator with additional intervention support. The school employs an independent financial adviser and has access external HR support.

The Governance of the School received a 'Good' Ofsted rating, has experience across marketing, finance, education provision, safeguarding and is supported by a paid professional clerk. The Board which has 10 members meets quarterly and there are two Board Committees covering 'Standards' and 'Finance and Resources'.to which the Head teacher also reports.

Duties of the Post:

1. Promoting good practice amongst the teachers, overseeing a supportive evaluation, personal development and appraisal process.
2. Leading the School Management Team and meeting regularly to ensure the effective day to day operational management of the school and prioritising required actions that need to be undertaken including delegating of these to other staff as required
3. Meeting and cultivating the parent community in the role of a visible leader, growing the school class sizes to 16 pupils by actively engaging and targeting new parents groups
4. Ensuring regulatory compliance with Ofsted and that all the school's legal responsibilities in relation to education are met. Managing Ofsted inspections and ensuring any required actions are undertaken to maintain the highest possible outcomes
5. Attending and reporting to full meetings of the school's Trustees and the weekly Teacher Team meetings to continually develop and improve the school
6. Managing the school's complaints procedures. Working with Teachers and Trustees to resolve parent complaints

7. Ensuring the School's behaviour policy is implemented in line with its ethos with an emphasis on building relationships supported by an understanding that challenging behaviour may also be an indication of the needs of a child
8. Ensuring the effective deployment of the teaching staff appraisal system and that appropriate standards are maintained in the quality of teaching and outcomes achieved compared to national standards. Facilitating the professional development, training and mentoring of teaching staff. Researching and informing staff of training opportunities in Waldorf and mainstream educational practice to develop skills and competencies including training in 'Attachment Theory' and practice
9. Working closely with the Administration Manager to administer and monitor the school budget giving timely reporting of any actual or anticipated variances which is likely to have a material impact on the school's financial performance.
10. Promoting the school within the wider community. Coordinating and contributing to open school events for prospective parents; hosting visits, exhibitions, and other activities which promote the character of the education the school offers
11. Maintaining effective professional networks with other educational authorities, the Steiner Waldorf Schools Fellowship, local education establishments, exam boards and others
12. To ensure that the school's safeguarding arrangements are secure, effective and implemented as a first priority

Qualifications and Relevant Experience:

Experience in a Senior Leadership role in a successful primary school

Holding an NPQH qualification or willingness to undertake NPQH with the school's support

Person Specification including required competencies

1. A knowledge and understanding of the ideas and principles underlying Waldorf education and a personal commitment to their development in line with the values and educational philosophy of the school
2. Excellent leadership, administration, organisational, planning, and analytical skills.
3. A proven ability to market the school and secure pupil growth
4. Able to demonstrate financial competence
5. Excellent all round communication and effective interpersonal skills including public meetings and via on line meetings
6. The ability to forge warm, effective collaborative working relationships both internally and externally in keeping with the school's ethos and emphasis on a collegiate culture.

7. An understanding and practical experience of the educational compliance and legal obligations, within schools and their application
8. An understanding of the importance of policies and procedures and the governance requirements of the school as an organisation
9. An understanding of the school's statutory responsibilities in relation to safeguarding children and Keeping Children Safe in Education and up-to-date knowledge of child protection requirements
10. A clear awareness of their leadership role within the school and therefore recognising and owning action points that arise in meetings with the trustees and within the school.
- 11.. The ability to prioritise and manage a varied and complex workload and meet deadlines.
12. The ability to work under pressure and manage stressful situations calmly
13. An ability to maintain confidentiality of sensitive issues when necessary
14. The ability to take a strategic and long-term view of school development requirements

Bristol Steiner School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment

An enhanced DBS and satisfactory references will be required prior to the start of the position