

Job Title	Reports to	Tenure
Head Teacher	MKIS Board of Trustees	2 Years
Role Overview		
The Head Teacher is someone who will inspire, work in partnership with pupils, staff, parents, trustees and the local community. To provide vision and professional leadership of the school. To maintain its success and to ensure high quality education for all its pupils and continue to raise standards of achievement. The Head Teacher must promote the aims of the school through implementation of the policies of the management committee and trustees. They must have a strategic view of successfully developing and improving the school and where necessary advise in conjunction with the management team on the formation of its policies and their implementation.		
Key Responsibilities		
• Commitment to attend school and associated events/activities for at least 90% of the academic year. • Ensure that a system for monitoring and developing the quality of teaching and learning is in place. • Have an oversight of the curriculum and administration of the school all of which should be appropriate to the pupils' experience, interests and aptitudes. • Promote the effective management of pupil behaviour. • Ensure that there is an effective assessment, recording and reporting system of pupil progress. • Ensure that the outcomes of "every child matters" are embedded within the school. • Liaise with school management in the recruitment and selection of teaching and support volunteers. • Manage effectively the deployment and performance of all volunteers. • Create and maintain good working relationships amongst all members of the school community. • Sustain motivation and have a duty of care regarding volunteer and student welfare. • Encourage initiative and team work. • Work with Trustees on annual budget formulation and seek to secure adequate resources for the school. • Oversee educational excursions and activities throughout the academic year. • Manage and organise the school efficiently and effectively and ensure it meets the needs of all health and safety requirements, including DBS checks for all volunteers working with children.		
Accountability		
• Work in partnership with the Board of Trustees on a regular basis to fulfil the goals of the school and society. • Lead delivery of high quality educational standards. • Ensure that parents and pupils are well informed about curriculum attainment and progress, and are able to understand targets for improvement through a monitoring process. • Develop and encourage working partnerships with parents. • Develop and encourage good relations between the school and local community.		
Experience		
• Experience of managing, developing, inspiring and motivating staff (internal/external to school). • Experience of financial management. • General teaching experience (desirable). • Mediation experience.		
Key Skills		
• Excellent proficiency in English language, both written and spoken. • Ability to interpret and implement new legislation, policies and initiatives. • Ability to set appropriate targets for the improvement of school performance and how to establish, monitor and evaluate an action plan. • Sound organisational skills, working under pressure and determining priorities to meet deadlines. • To possess vision, be enthusiastic, adaptable, resilient, confident and approachable. • Proficiency using standard Office software applications.		