

Windsor Girls' School

Job Description for the Staff on the Leadership Spine



Postholder:

This job description includes the core elements of the job description prepared for all staff on the Leadership Spine. Year on year targets relating to the specific posts will be agreed in an annual appraisal cycle with the Co-Headteacher. Success criteria will be established and progress against targets will be reviewed on a regular basis.

The position on the Leadership Spine will reflect the critical co-ordinating role the post holder has in relation to the management structure of the school.

Core purpose	<ul style="list-style-type: none"> To share the responsibility with the Co-Headteachers and Governing Body for the efficient overall leadership and management of the school, preserving and developing the school character and identity To raise achievement and enable others to raise achievement To model the values and vision of the school (i.e. to actively promote ethos) To lead in the process of self and school evaluation and take a strategic view to ensure school improvement To use professional skills to ensure the delivery of high-quality learning and teaching in their own teaching and in the work of others To lead, develop and enhance the teaching practice of others To have Line Management responsibility for a significant number of people
Management	<ul style="list-style-type: none"> To manage the school effectively and efficiently on a daily basis To prioritise, plan and organise staff To make a major contribution to all school policy development including finance To implement change To challenge poor performance To develop strategies for improved performance To establish and sustain effective structures and systems To ensure a safe, secure and healthy environment for students and staff
Leading Learning & Teaching	<ul style="list-style-type: none"> To develop strategies for raising achievement and achieving excellence To lead in the use and application of new and emerging technologies to support teaching To ensure inclusive policies To lead in the management of behaviour and attendance policies to ensure educational progress To lead in the use of appraisal systems To lead in the use of monitoring and evaluation systems To lead in the use of performance data (such as prior attainment data, exam analysis etc.) To demonstrate a personal enthusiasm for learning
Shaping the future	<ul style="list-style-type: none"> To inspire, motivate and empower others To be creative and innovative To set challenging, achievable targets for the school To be aware of, and knowledgeable about, local and national initiatives pertaining to education To be effective in communicating change to staff To think strategically and adopt a strategic role in shaping change

	<ul style="list-style-type: none"> • To share, with the Co-Headteachers and members of SLT, the overall responsibility for the strategic direction and development of the school
Professional Growth	<ul style="list-style-type: none"> • To recognise the inter-connection between managing performance, professional development and sustained school improvement • To maintain a commitment to personal professional growth, with a view to improving person performance • To adopt strategies to promote the professional growth of others • To lead in the use and development of performance systems within the school • To ensure effective working relationships within the school • To manage conflict • To give and receive feedback and to act to improve performance
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description</p> <p>In addition to the above, the postholder is expected to:</p> <ul style="list-style-type: none"> • Undertake any other duty as specified by STPCB not mentioned in the above • Participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements • Comply with the school's Health and Safety Policy • Support the school in meeting its legal requirements for worship • Promote actively the school's corporate policies • Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers 	
<p>This job description is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with salary and job title.</p>	