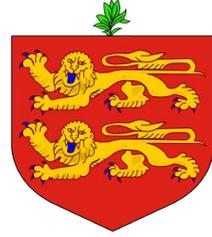


ACTING HEAD OF SCHOOL – SARK SCHOOL



Group 1 school – L7 to L13 (depending on experience)

'Education is the greatest gift we can give our children, and essential for the future of our island.'

An exciting opportunity for a dynamic school leader, who wants to lead their own school but also retain a meaningful role in the classroom. Our unique school currently caters for 33 children, so classes are small with an average of 10 -12 pupils per class. We are situated in a modern, purpose built school on the idyllic island of Sark, in the Channel Islands.

Our Acting Head of School will:

- Have high expectations for every child and a passionate commitment to raising standards within a broad, creative curriculum.
- Be an effective communicator with a demonstrable ability to develop and build relationships with parents and the community which benefits the children and staff.
- Be a forward-thinker, open to new ideas and initiatives that will enhance the children's learning; able to transcend the obvious geographical barriers to ensure learning opportunities are contemporary and linked to the wider world.
- Be an inspirational teacher and leader, who can work as part of a team to deliver an outstanding, child-centred learning experience for every child.
- Lead by example with integrity and kindness, staying true to our ethos and values.
- Have the expertise to effectively analyse data, manage the budget and lead the school.

In return we can offer you:

- Pupils who enjoy the opportunities to learn inside and outside of the classroom, who are polite and behave well.
- A purpose built educational environment, rich with technology and outdoor space.
- The opportunity to be an integral part of developing the future of education on the island.
- Accommodation, suitable for you and your family (if you are accompanied).
- The unique lifestyle that comes from living and working on the island of Sark.

The post is offered as a one-year contract (with the opportunity to apply for the long term role in due course).

Please see the application process attached. Interviews will take place on the island of Sark during the week commencing 8th April 2019.

For more information or to informally discuss the position, please contact our Director of Education, Bev Gates on 07977 143412 or email directorofeducation@gov.sark.gg

Sark School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We require the successful applicant to undertake an enhanced criminal records check via the Disclosure & Barring Service.



Interview Process – Acting Head of School

Advertisement on websites and in the schools vacancy bulletins 18/03/19

Shortlisting 03/04/19 - candidates informed of interview date and expectations

Interviews in Sark commencing 08/04/19

Appointment 01/09/19 to 31/08/20



ACTING HEAD OF SCHOOL – SARK SCHOOL September 2019 to August 2020

Job Description

Purpose of role

The operational leadership of the only school on the Island, inspiring staff to achieve the highest possible standards in their teaching and pupils to be effective learners who are well-rounded and ambitious, ready for the next stage of their education.

Description of role

The Acting Head of School is key in further developing and achieving the school's priorities and objectives, leading activity that ensures these are delivered in the best possible way.

The Acting Head of School will:

- demonstrate exemplary teaching, leadership and professional behaviour;
- ensure the individual learning needs of every child shapes their educational experience;
- develop, motivate and deploy teaching and non-teaching staff to secure the best possible use of available talent and the best outcomes for children;
- determine and drive appropriate standards and targets to deliver improvement; and
- create an inspiring but accountable, safe and positive learning environment in which diversity, co-operation and life-long learning is celebrated.

Responsibilities

The post holder will carry out the duties of the Head of School in consultation with other stakeholders and under the direction of the Director of Education and the Island's education leaders.

Specific duties and responsibilities are set out below:

Curriculum, teaching and learning

- To have class teacher responsibility for one of the three very small classes in the school;
- Model good or better teaching and provide inspiring and high quality opportunities for learning to enable staff to observe good practice in an inspirational learning environment;
- Work with the staff to develop, organise and implement an appropriate curriculum for the school, taking into account the needs, experience, interests, aptitudes and stage of development of the pupils; and the resources available to the school;
- Monitor and evaluate the standards of teaching and learning in the school and ensure that proper standards of professional performance are established and maintained.
- Develop a culture of training, coaching and peer support to enable all staff to develop professionally and enable our children and community to succeed
- Ensure that the progress of the pupils at the school is monitored, evaluated and effectively recorded; and that this information is accurately shared with stakeholders as appropriate.
- Analyse and use available school based and comparative data to assist in raising standards.

Pupils

- Develop and maintain a good or better practice for the pastoral care of pupils.
- Maintain, review and develop policies and procedures for promoting pupils' personal attitudes and behaviour, effective learning behaviour, independence, and self-discipline in the context of a proper regard for authority.



ACTING HEAD OF SCHOOL – SARK SCHOOL September 2019 to August 2020

Job Description

- Ensure the maintenance of good order and discipline during the school day, when pupils are present on the school premises or engaged in authorised school activities on and off school premises.

Staff

- Model the Teachers' Standards (UK) in your own practice and behaviour, and ensure all teaching staff comply with the Teachers' Standards (UK) in their entirety and non-teaching staff comply with the personal and professional conduct requirements.
- Participate in the selection and appointment of the teaching and non-teaching staff at the school.
- Deploy and manage the teaching and non-teaching staff of the school and allocate particular duties to them in a manner consistent with their conditions of service and the need to ensure a proper work/life balance.
- Delegate, as appropriate and agreed, specified duties of the head of school other members of staff.
- Ensure that cover is provided for absent teachers, taking account of conditions of service and the availability of supply teachers.
- Ensure that the teachers at the school receive the information and training they need to carry out their professional duties effectively.
- Supervise and participate in arrangements for the appraisal of the performance of teachers (to include annual reviews of pay and recommendations to the pay panel).
- Ensure that any newly qualified teachers and those returning to work after a break in service have access to adequate support and training in their first year of service or resumed service.
- Exercise responsibility for the supervision and training of teachers during their induction periods and as part of the formal CPD programme (1 hr per week + 5 Teacher Development days) through in house courses, external courses and job-related training.
- Ensure that all staff in the school have access to advice and development opportunities appropriate to their needs and complete a termly report on the professional development of all staff.
- Provide information about the work and performance of the staff employed at the school where this is relevant to their prospective employers.
- Maintain a professional working relationship with organisations representing the teachers and other persons on the staff of the school.

Resources

- Control and account for the financial and material resources of the school, and be accountable for their proper use.
- Be responsible for the organisation and management of staff within the school in accordance with their job descriptions, taking account of the requirement for teachers to have 1265 directed hours, their entitlement to a 30 minute lunch break and regular Planning, Preparation and Assessment time, and leadership time as appropriate.



ACTING HEAD OF SCHOOL – SARK SCHOOL September 2019 to August 2020

Job Description

- Ensure the effective security, supervision and maintenance of school buildings, their contents and the school grounds.

Relationships

- Ensure parents are valued as partners in their children's learning and given regular information about the school curriculum, the progress of their children and other matters affecting the school.
- Work with children, parents and all other stakeholders to ensure that they contribute to the evaluation of their school.
- Provide information and to work with the Education Committee and those with formal responsibility, to ensure that they carry out their role effectively.
- Maintain productive intellectual and professional liaison with other schools in the UK and on Guernsey to ensure that school practices are current and at least as good as would be available on the UK mainland.
- Recognise and support the work of the parents' and carers' in supporting school initiatives and their children's learning.
- Identify and offer opportunities for approved volunteers to support the work of the school in terms of curriculum and extra-curricular activities.

Additional responsibilities

- Arrange for a senior teacher or other suitable person to assume responsibility for the discharge of head of school responsibilities at any time when they are unavailable.
- Have due regard for equal opportunities (incorporating inclusion), health and safety and Safeguarding.
- Ensure the school is an integral part of the Island and its community.
- Work closely with the nursery providers and independent tutors on the island to ensure that the educational journey of those who join and those who leave the school, is well-informed.
- Have regard for the work-life balance for yourself and for all school staff.
- At the end of the one-year contract, apply for the role of substantive Head of School for a term of three years or provide comprehensive handover to your successor.



ACTING HEAD OF SCHOOL – SARK SCHOOL 2019-2020

Person Specification

	Essential	Desirable
Qualifications and Professional Development	<ul style="list-style-type: none"> • Qualified Teacher Status • Evidence of Continuing Professional Development relating to school leadership/curriculum development 	<ul style="list-style-type: none"> • NPQH or further professional qualification
Experience	<ul style="list-style-type: none"> • Successful leadership experience in a range of schools (by location and size) 	<ul style="list-style-type: none"> • Experience as Head Teacher or Deputy Headteacher • Successful teaching experience within the UKS2 and/or KS3 age range
Strategic Leadership	<ul style="list-style-type: none"> • Ability to provide clear educational vision and direction • Ability to inspire and motivate all stakeholders • Evidence of developing and implementing effective strategies for school improvement • High level of involvement with school improvement planning • High level involvement in monitoring and evaluation procedures leading to clear impact • Ability to work in partnership with education leaders and those in a governance role • Ability to set challenging targets for children and staff • Ability to analyse and use pupil data on attainment and progress to raise standards • Understand the principles of effective teaching and learning 	<ul style="list-style-type: none"> • Strategic Leadership experience across EYFS, KS1/KS2 and/or KS3 • Use of assessment data to improve standards • Experience of small school multi-age classes
Leading Teaching and Learning	<ul style="list-style-type: none"> • Successful experience of monitoring, evaluating and improving the quality of teaching and learning • Understanding the role and impact of assessment in children’s learning • Secure knowledge of statutory requirements relating to curriculum and assessment • Experience of leading curriculum innovation • Successful experience of developing effective learning behaviours 	



ACTING HEAD OF SCHOOL – SARK SCHOOL 2019-2020

Person Specification

<p>Leading and Managing Staff</p>	<ul style="list-style-type: none"> • Ability to lead, manage and motivate across the school community • Ability to establish positive working relationships with all stakeholders • Ability to plan, allocate, delegate, support and evaluate work undertaken by individuals and teams • Successful experience of identifying the need for, and leading, in-service training • Significant experience of taking a lead role in the appraisal of staff, including leading lesson observations • Experience of dealing with staff when performance gives cause for concern 	<ul style="list-style-type: none"> • Experience of working with governors/trustees • Experience of representing the school within a community
<p>Managing Resources</p>	<ul style="list-style-type: none"> • Successful experience of managing budgets • Ability to manage, monitor and review available resources, ensuring value for money 	<ul style="list-style-type: none"> • Budgetary management at whole school level • Experience of recruiting and deploying staff
<p>Personal Skills and Qualities</p>	<ul style="list-style-type: none"> • Strong commitment to raising standards • High expectations of self and others • Comfortable working independently • Good communication skills • Ability to establish and maintain positive relationships, including with parents • Ability to remain positive and enthusiastic, including when under pressure • Good communication skills • Empathy with children 	<ul style="list-style-type: none"> • Effective computing skills for both teaching and management