



'Love one another'

Charlton House Independent School

Headteacher Job Description

Charlton House is seeking an inspiring individual who can quickly win the confidence and trust of all members of the school community. Already in a senior leadership position and a practising Catholic, you will have an excellent track record in education which demonstrates your commitment to and alignment with Charlton House's aims, beliefs, and values. You will be keen to promote academic rigour within a safe, open and transparent culture supported by excellent pastoral care and to ensure that pupils have access to a wide range of co-curricular opportunities to enhance the breadth of their education and to promote their life skills.

A confident networker, you will be able to market the school effectively in Southampton's competitive marketplace to recruit, retain and sustain optimum pupil numbers. Your strong commercial instincts and acumen will further develop the 'business' side of the School and your ability as an agile and instinctive strategic thinker will provide an ambitious and deliverable vision for the future development of Charlton House.

Key Responsibilities

The Head is accountable to the Board of Governors for all aspects of this job description across the whole School. The Head will report to, and consult with, the Governors regularly on strategic and all major operational matters. It is anticipated that through such open channels of communication, the Head will quickly cultivate a particularly close understanding with the Chair of the Governors and with other governors, establishing mutual confidence.

Strategic Direction & Development

- In conjunction with the Board of Governors, evolve and develop a clear vision for the future of the school and ensure that this is translated into plans and objectives which can be delivered with passion and enthusiasm.
- Secure the commitment of key stakeholders to the vision and overall direction of the school, including staff, parents/carers, prospective parents/carers, alumni, The Brothers of Christian Instruction and Portsmouth Diocese as well as the local Catholic and wider communities.
- Produce and implement clear, effective improvement plans to ensure the continuous development of the school; make recommendations to the Board of Governors as appropriate.
- Lead and develop the Catholic ethos, culture and spiritual life of the School; building a Charlton House based on Gospel values, taking into account the richness and diversity of its community.
- Motivate and work with others to ensure the culture and values that underpin the vision are demonstrated in the everyday work and practice of everyone, throughout the Charlton House community.
- Recognise the national economic and political challenges and deploy commercial acumen to the business aspects of the School, seeking opportunities for the school to grow and enhance its revenue.
- Continue to develop and articulate a vision for a seamless and affordable independent education through the school for pupils aged 4 to 11 years.

Marketing & Recruitment

- Lead the strategy for the recruitment and retention of pupils to achieve optimum pupil numbers by clearly differentiating the offer and its delivery against strong local competition.
- Recruit, select, admit and retain pupils, seeking to maintain and develop the reputation of the school for its aims and values, academic performance, its achievements in co-curricular activities and for pupils' personal development.
- Be a visible, approachable presence for pupils and parents/carers and ensure excellent communications and customer service between the school and the parent body.
- Seize opportunities and demonstrate agility in response to constant changes in a highly competitive marketplace.
- Effectively deploy the resources and procedures for the promotion and marketing of the school.
- Cultivate strong relationships with potential feeder pre-schools and the local community.

Academic, Educational & Pastoral Leadership

- Maintain a continuous focus on developing pupils' knowledge, values and life skills in pursuit of success inside and outside the classroom.
- Ensure a fulfilling, challenging and happy experience for pupils by implementing the highest standards of pastoral care, with a close eye on physical and mental health.
- Implement policies and procedures to guarantee that the school's Safeguarding policies are up to date, understood and implemented effectively by all members of the School community.
- Further develop, implement and monitor appropriate academic, pastoral, moral and spiritual curricula in accordance with the school's aims.
- Promote the academic, spiritual, moral, social, emotional and cultural well-being of pupils as a priority and work collaboratively with relevant agencies where appropriate.
- Create a culture of challenge and support, demonstrating and articulating high expectations.
- Keep up to date with developments in education; continue to explore and evolve creative and effective approaches to teaching and learning.
- Monitor and evaluate the quality of teaching and learning and its impact on pupil outcomes and value added, implementing new developments as appropriate.
- Maintain a consistent and continuous school-wide focus on pupils' achievement using an effective assessment framework, data recording, benchmarks and feedback to monitor progress in each pupil's learning.
- Sustain and enhance the school's academic achievements and provide high quality advice and encouragement for pupils' higher education and future careers.
- Maintain and develop a strong, cohesive and proactive team, delegating roles and responsibilities clearly; provide them with appropriate support and development opportunities whilst holding them to account for the highest standards of performance.
- Recruit and lead teaching staff of the highest calibre, deploying them skilfully and maintaining their morale and discipline; with a proper regard for their well-being and legitimate expectations, including that of a healthy balance between work and other commitments.
- Inspire, develop and empower staff to ensure that the highest standards of professional performance are met and that teachers are encouraged to enrich pupils' experience through inspirational teaching and a commitment to co-curricular activity.
- Instigate and maintain effective strategies and practices for staff induction, professional development, leadership experience and performance reviews.
- Identify and nurture emerging talent, taking a proactive approach to succession management planning.
- Take the lead by embracing the school's performance development process for the Head and participating in his/her own development training.



School & Business Management

- Ensure an organisational structure is in place which supports the values and goals of the school and enables effective, efficient operations.
- Ensure that staff are fully informed of relevant issues including the vision, strategic direction and financial standing of the school.
- Have a comprehensive understanding of budgets, financial controls and parameters. Ensure effective strategies, policies and practices are in place to manage the financial, human and physical resources of the school to successfully deliver the school's vision and goals and ensure compliance with all regulatory and statutory requirements.
- Ensure the range, quality and use of all available resources, including technology, are continuously monitored and reviewed to improve the quality of education and return on investment.
- Ensure that the school complies with all statutory and regulatory requirements in cooperation with the Board of Governors.
- Oversee the briefing and updating of governors on the Independent Schools Standards Regulations (ISSRs) and the school's readiness for inspection by Ofsted.

Community & External Engagement

- Act as a visible figurehead and ambassador for the school.
- Ensure that the school's outreach, partnership and charitable work are continued and strengthened.
- Promote a strong sense of community and a forward looking and supportive environment.
- Attend events and occasions across the whole school and in the local community, acting as a role model for pupils, appreciating their efforts and supporting their co-curricular activities.
- Sustain the culture of encouragement, inclusiveness and respect for others, whether within or outside the community.
- Maintain effective partnerships with parents/carers to support and improve the pupils' achievements and personal development.
- Build and cultivate a warm and mutually supportive relationship with the local Catholic Church (clergy, parishes, schools and the diocese) with celebration of the Eucharist a crucial point of reference and stability.
- Establish close ties with other constituents, the Alumni and the Parents Teachers Friends Association (PTFA) for example, and actively support their activities.
- Develop and maintain contacts with other Heads and their schools, professional associations (The Catholic Independent Schools' Conference, CISC, and The Society of Heads, for example) and other appropriate bodies, for the benefit of the school.