

1. Introduction

SUMMARY OF JOB DESCRIPTION: HEAD OF SENIOR SCHOOL

KEY TASKS

DEPUTISING FOR EXECUTIVE HEAD

Deputise for the Executive Head as and when required
Support, inform and assist the Executive Head in the smooth running of the College
Leadership of Senior Management Team

HEAD OF SENIOR SCHOOL

Management of all Senior School staff
Liaison with the Head of Human Resources regarding staffing requirements, appointments and personnel issues
Liaison with the General Manager and Bursar with regard to finance and maintenance aspects
Special events, college ball, graduation dinner with Senior School Head of Houses
Oversight of major college events (sporting, cultural and spiritual with appropriate staff)
Organise voting for prefects/year 13 Council
Training of Prefects
Oversight of Prefects and Year 13 Council
Supervision of prefects team
Run and organise weekly Senior School Assembly
Sign of Senior School reports.
Assist with enrolment of Year 11 students
Interview students/parents with HOH where major concerns arise.
Oversight of Senior Prize giving.

DAILY OPERATIONS

Day to day management of College
Responsible for the overall tone of the College – student behaviour, uniform etc (liaison with House Leaders)
Co-ordination of student behaviour management systems
Deal with student stand downs and major discipline issues
Communication and notices to staff and students
Daily communication with parents as required
Co-ordination and organisation of full assemblies
Oversight of grounds, buildings and staff duty system (liaison with Head of Administration Services and Head of Houses)
Occupational Health and Safety, emergency procedures and drills (liaison with Asset Manager who is OSH officer)
Approval of all college trips
Oversight of staff handbook and co-ordination of College policies manual
Chair of uniform committee
Member of H&S Committee
Week ahead furnished to staff on Friday of previous week.
Approval of student leave requests
Be available to staff to discuss concerns

TEACHING

Teach one class

GENERAL

Membership of SMT
Undertake any task that may be assigned by the Executive Head from time to time
Support sport and cultural activities as appropriate
Appraise AH's, Senior School HOH's, Admin Staff

2. Head of Senior School Performance Feedback 2008

Please indicate how you perceive <insert name> performance. Your thoughtful and honest responses are appreciated. Your responses will be used by the Executive Head to produce a summary of the feedback.

1. Please rate the following statements in relation to <insert name> performance

	Always	Often	Seldom	Never	Cannot comment
Keeps the staff up to date on current trends and changes in curriculum, teaching methods & assessment developments as appropriate.	jñ	jñ	jñ	jñ	jñ
Focuses the staff on what will contribute to success in the long term	jñ	jñ	jñ	jñ	jñ
Promotes the idea of continuous improvement	jñ	jñ	jñ	jñ	jñ
Is effective in preparation and forward planning	jñ	jñ	jñ	jñ	jñ
Provides effective leadership	jñ	jñ	jñ	jñ	jñ
Reviews and reassesses plans on a regular basis	jñ	jñ	jñ	jñ	jñ
Generates energy and enthusiasm in others	jñ	jñ	jñ	jñ	jñ
Identifies clear targets and priorities	jñ	jñ	jñ	jñ	jñ
Carries through on initiatives	jñ	jñ	jñ	jñ	jñ
Can make considered decisions quickly when necessary	jñ	jñ	jñ	jñ	jñ
Actively supports & models a commitment to the Teaching Charter	jñ	jñ	jñ	jñ	jñ
Sets high standards and strives for excellence at work	jñ	jñ	jñ	jñ	jñ
Holds structured, productive meetings	jñ	jñ	jñ	jñ	jñ
States own views clearly and concisely	jñ	jñ	jñ	jñ	jñ
Tackles disagreement constructively	jñ	jñ	jñ	jñ	jñ
Is good at resolving people issues before they get out of hand	jñ	jñ	jñ	jñ	jñ
Delegates effectively to others	jñ	jñ	jñ	jñ	jñ
Is loyal to the College	jñ	jñ	jñ	jñ	jñ

3. 2008 Performance Feedback Survey contd

1. Please rate the following statements in relation to <insert name> performance

	Always	Often	Seldom	Never	Cannot comment
Sets agreed objectives with staff and monitors their progress	jn	jn	jn	jn	jn
Gives fair and constructive feedback	jn	jn	jn	jn	jn
Shows trust in the abilities of others	jn	jn	jn	jn	jn
Notifies when others need help and support	jn	jn	jn	jn	jn
Is approachable & listens to concerns	jn	jn	jn	jn	jn
Encourages a strong sense of team spirit	jn	jn	jn	jn	jn
Gives praise and open recognition	jn	jn	jn	jn	jn
Involves others and encourages full participation	jn	jn	jn	jn	jn
Builds rapport with people	jn	jn	jn	jn	jn
Communicates effective both verbally, in writing & email	jn	jn	jn	jn	jn
Is punctual and a good timekeeper	jn	jn	jn	jn	jn
Clarifies key issues before reaching a decision	jn	jn	jn	jn	jn
Applies common sense when making decisions	jn	jn	jn	jn	jn
Leads by example	jn	jn	jn	jn	jn
Motivates others	jn	jn	jn	jn	jn
Uses positional power with care and restraint	jn	jn	jn	jn	jn
Admits mistakes	jn	jn	jn	jn	jn
Has a manner, style and presence that makes a positive impression	jn	jn	jn	jn	jn
Observes confidentiality	jn	jn	jn	jn	jn

4. General

1. In what areas does <insert name> perform particularly well?

2. In what areas could <insert name> improve?

3. Any other comments related to <insert name> performance?