



Duties and Responsibilities

To be the strategic professional manager of Headfort School providing vision, leadership and direction. The post holder will ensure that all school functions and activities ultimately have the Headfort child as their key focus.

Key Responsibilities of the Post

Academics and Education

The post holder will:

- Determine, organise and implement a broad, balanced curriculum encompassing the requirements of both the Irish National School Curriculum and the Curriculum of the Common Entrance 13+ Exam/11+.
- To lead, develop and enhance teaching practice ensuring excellence in education, attainment and progress for every Headfort child.
- To track, monitor, evaluate and record the progress of pupils ensuring appropriate and immediate intervention occurs when required.
- To communicate with parents with regard to progress. This will be managed on a termly basis through a written report and summary of progress as well as the teacher parent meeting system currently in place. If additional communication is required outside these then meetings between parent and teacher will be supported.
- Use the data from the reporting system above to activate change and continuously improve academic standards.
- Encourage every Headfort child through motivation and positive enthusiasm nurturing their strengths and actively supporting their weaknesses.
- Establish a culture of peer support between pupil and pupil fostering a multi tiered system and strong support network for the child.
- Continue to foster an open, transparent and equitable environment among pupils, staff, parents, and members of the school board.
- Actively encourage a forward looking organisation that utilises all resources whether internally or externally to drive academic excellence.
- Ensure teachers are aware of the need to include all children and ensure this awareness informs the planning of the curriculum.



Management

The post holder will:

- Be responsible for safeguarding children and promoting their welfare above any other function of the school.
- Establish, develop and maintain effective positive relationships with every Headfort child, parent, staff member, Board member, the local community and any relevant government agency.
- Encourage excellent working practices. Where improvements have been identified plan, implement and evaluate any required change ensuring excellence is achieved.
- Ensure the school systems, organisation and processes are efficient and appropriate to meet the continual changing needs of the organisation.
- Be politically and financially astute ensuring national policy is implemented as required.
- Recruit and manage staff.
- Distribute leadership throughout the school allocating areas of responsibility ensuring staff become accountable for those areas.
- Create an atmosphere in which all staff are motivated and supported to develop their own skills and subject knowledge and take pride in delivering improvement to the level of academic excellence.
- Introduce and manage a staff performance process that values and supports excellence yet provides opportunity for growth and improvement plans where needed.
- Hold all staff accountable for conduct and practice.
- Attend and contribute to Board of management and management meetings keeping all members updated with school progress, management of staff and their development, children and their identified needs.
- Adhere to financial regulations and allocating, controlling and accounting for the financial budgets of the school.
- Make arrangements for security, maintenance, development and supervision



Pastoral Care

The post holder will:

- Manage and become involved in every aspect of child supervision.
- Ensure appropriate standards of behaviour are implemented and that these have been communicated and are followed by all stake holders.
- Create an effective partnership with the parent/carer ensuring that a pupil's physical and psychological development needs are met by all parties involved. This will assist in improving academic achievement.
- Work with external services, investigate extra-curricular opportunities and other bodies to facilitate a holistic approach to the care of the Headfort child.

Accountability

Successful applicants will:

- Continue to develop an organisation in which all the staff recognise that they are accountable for the success of Headfort School.
- Present a coherent and accurate account of the school's performance in a termly written report to the governors.
- In collaboration with the Bursar, ensure that the school meets all its legal and statutory obligations
- Ensure that parents and pupils are well informed about the curriculum and their levels of attainment and progress, and about the contribution they can make in supporting their child's learning and aspiring towards the school's commitment to excellence.
- Provide information, objective advice and support to the Governing Board to enable it to meet its responsibilities for securing effective teaching and learning and improved standards achievement, and for achieving efficiency and value for money.
- Carry out any other duties as reasonable required by the Governing Board.