



**Ruthin School**  
Established 1284

## Job Description

# HEAD OF HIGH SCHOOL

## Overview

### Job Title

Head of Ruthin School

### Reports to

Chair of Council of Management

### Staff supervised

Deputy Heads and all Academic and Pastoral staff

### Key Relationships

Bursar, Members of Council of Management, Regulatory Authorities, Support Staff, Students, Parents

### Purpose

To provide clear vision and inspirational leadership in line with the strategic objectives, mission and values of Ruthin School.

Categories	Core Competencies	Key Accountabilities
Leadership and operations	Lead Ruthin School's Senior Leadership Team, ensuring full contribution from all members in strategic planning, policy and executive DECISION MAKING, in order to meet the current and future needs of the school.	<p>Play the leading role in the school's STRATEGIC PLANNING process, in collaboration with the SLT and Council, ensuring key objectives are implemented and reviewed in a timely and efficient manner.</p> <p>Take LINE MANAGEMENT responsibility for the Deputy Head positions.</p> <p>Take oversight of the annual APPRAISAL PROCESS throughout the pastoral and curricular areas, with direct responsibility for DEPUTY HEAD positions.</p> <p>With the Bursar lead the school MASTERPLANNING process, in collaboration with the Finance and Estates Sub- Committee and SLT.</p>
Change Management	With the Council of Management and Bursar, lead the process of CHANGE MANAGEMENT as the school transitions from recovery state to a growth state	<p>Advise the Council of Management on what action is needed to move into a position of CONSOLIDATION and GROWTH.</p> <p>Take a strategic role in leading the staff on the journey, ensuring BUY-IN and on future plans.</p> <p>Demonstrate CONFIDENCE and VISION in all interactions, both internally and extern</p>

Categories	Core Competencies	Key Accountabilities
Communication	Work closely with Council and SLT to promote the school to key stakeholders both within Ruthin School and the wider community beyond.	<p>Working with the Bursar to oversee the development of PROMOTIONAL materials and RECRUITMENT literature and play the key role in attendance at fairs, conferences and workshops.</p> <p>Ensure the AIMS and OBJECTIVES of the school are distributed and valued among all stakeholders, both inside the school, with students, colleagues, and in the wider community of parents, partner organisations and agents.</p> <p>Ensure the REPUTATION of the school for excellence in a globalised education market.</p>
Compliance	Take full responsibility for guiding senior leaders to ensure the maintenance of a professional and fully COMPLIANT school	<p>Ensure the curriculum is fully COMPLIANT with ISS (Wales) 2003 and subsequent iterations.</p> <p>Ensure the pastoral side of the school is fully COMPLIANT with 'Keeping Learners Safe' and subsequent iterations</p> <p>Through the Deputy Heads take full responsibility for ensuring that the pastoral and curricular meets and fully exceeds the standards of regulatory bodies, particularly ESTYN and CIW, with the aim of achieving EXCELLENCE in all areas.</p> <p>Ensure both Deputies are fully conversant with the REGULATIONS and REQUIREMENTS of statutory frameworks and that information is disseminated in a timely and effective manner to key people in the leadership chain.</p> <p>Promote the dissemination of KNOWLEDGE and INFORMATION throughout the school, to ensure that INFORMED DECISION MAKING takes place in a DELEGATED way at the most appropriate level.</p>
Culture	Create and develop a culture of COLLABORATION, DELEGATED decision making, TEAMWORK and COOPERATION where accountability and engagement occurs throughout the LEADERSHIP SPINE.	<p>Demonstrate leadership and accountability and promote high standards of professional CONDUCT and BEHAVIOUR in all staff, in accordance with EWC competencies and the school Code of Conduct, to ensure that an open atmosphere of debate and informed decision making takes place at all levels.</p> <p>Create a safe and inclusive atmosphere in the curriculum where SAFEGUARDING is a core priority, that everyone understands their responsibility to the welfare of the community and where concerns about students and the behaviour of practitioners are REPORTED in a TIMELY manner.</p> <p>Demonstrate leadership and accountability in creating an atmosphere of COLLABORATION and INCLUSIVITY throughout the staff, where all staff are fully engaged in the decision-making process.</p>

Categories	Core Competencies	Key Accountabilities
Teaching and Learning	Develop a culture of HIGH performance and LIFELONG LEARNING in the pursuit of excellence throughout the school	<p>Ensure EXCELLENCE is established throughout the education programme in both teaching and learning, in accordance with innovation and best practice in STUDENT CENTRED LEARNING.</p> <p>Be responsible for STAFF DEVELOPMENT across the school, ensuring that the understanding and skills of staff are current, and that Ruthin School embraces an OPEN EXCHANGE of knowledge and ideas.</p>
Strategy, Finance, Decision Taking & Communication	Strategy Finance People Communication Organisation Value Marketing Profile & Networking	<p>Develop clear, strategic plans to realise the vision and achieve the aims Play the leading role in the school's STRATEGIC PLANNING process, in collaboration with the SLT and Council, ensuring key objectives are implemented and reviewed in a timely and efficient manner.</p> <p>Working closely with the Bursar, demonstrate strategic financial skills to build a strong school ensure its continuing success; increase pupil numbers where appropriate</p> <p>Recruit, retain and develop an excellent team</p> <p>High level of communication and presentational skills</p> <p>Support and enable the school to achieve and develop its mission</p> <p>Ensure the school gives value for money</p> <p>Recognise and anticipate shifts in the marketplace, government, economics and political environment and develop positive responses to these changes</p> <p>Raise the profile of the school in the community; establish valuable links and networks with external organisations</p>

## Candidate Specification

Qualifications		
Essential	Desirable	Evidence
Educated to degree level	Post-graduate degree	Application form Qualifications check
Recognised teaching qualification	Professional qualification leadership and management (although the successful candidate will be expected to work towards additional qualification)	

Experience		
Essential	Desirable	Evidence
<p>Experience of leading an independent school in a safe but challenging environment (e.g. Covid arrangements, financial restructuring)</p> <p>Management of a process of change</p> <p>Implementing strategic plans</p> <p>Detailed understanding of safeguarding requirements</p> <p>Good understanding of the financial pressures of running a boarding school</p> <p>Working collaboratively with leadership teams and trustees</p> <p>Working in a boarding school</p> <p>Experience of international recruitment, including overseas travel</p>	<p>A knowledge of Welsh Government safeguarding regulations (although the successful candidate must grasp the differences at a very early stage)</p> <p>Working with overseas agents</p> <p>Experience of site masterplans and project oversight</p> <p>Strong financial acumen</p> <p>Fundraising and capital development projects</p>	<p>Letter of application and interview</p>
Knowledge, Understanding and Skills		
Essential	Desirable	Evidence
<p>Educated to degree level</p> <p>Recognised teaching qualification</p>	<p>Knowledge and understanding of strategic development with capability to achieve organisational goals</p> <p>Understanding of how to build partnerships and inspire high performing teams</p> <p>Excellent skills in communication and negotiation Understanding and ability to drive for improvement, problem solve and overcome obstacles to success</p> <p>Ability to make connections and to think beyond own area of responsibility</p> <p>Technical knowledge of 12-18 curriculum</p>	<p>Covering letter</p> <p>Application form</p> <p>Interview</p> <p>In-tray exercise</p>
Vision and Personal Qualities		
Essential	Evidence	
<p><b>Respect:</b> upholding the principles of mutual respect and individuality where both pupils and staff work together to support our diverse community and inclusivity. (Vision, ethos, humility)</p> <p><b>Aspiration:</b> supporting everyone to realise their potential and ambitions; to grow with a positive frame of mind and developing resilience, curiosity and empathy. (Openness, individuality, integrity, emotional intelligence)</p> <p><b>Leadership:</b> focusing on empowering the individual to develop their talents, whilst encouraging ambition and curiosity, to develop confident leaders with life-long skills. (Drive, values, influence, teamwork)</p>	<p>Covering letter</p> <p>Application form</p> <p>Interview</p> <p>In-tray exercise</p>	

# Benefits

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In addition to a competitive salary and an opportunity to live in one of the most beautiful parts of the United Kingdom, the package of benefits includes:

Benefits
Accommodation for the Head and their family within the school grounds
Fee concessions at Ruthin School for the postholder's children
Membership of the school's pension scheme for teachers (currently APTIS)
Private Health Insurance