

## HEADMISTRESS

**Line manager:** n/a

The Headmistress is expected to:

- encourage high standards in every aspect of school life
- be responsible for the effective and efficient management of the school
- promote a school culture which is happy, purposeful and productive
- support and motivate students, teachers and other school employees
- encourage consultation and discussion

The Headmistress will provide educational and professional leadership as well as a vision for the continuous improvement of the school. She will agree the aims and targets of the school, with the representatives of the Ruler's Office. She will represent the school at the Ruler's Office and to all outside organisations and agencies. She will implement all rules, regulations and memoranda issued by the Dubai Educational Establishment. She will also be responsible, with the Deputy Headmistress, for promoting the school's achievements at public events.

She will support and monitor the work of the Deputy Headmistress, the Senior Teacher and the Head of Primary. She will share responsibility for the welfare of staff and students with other members of the SMT.

Use the links below for a more detailed job description

1. [School Policies and Procedures](#)
2. [The Curriculum](#)
3. [Students and Parents](#)
4. [Examinations](#)
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### **1. School Policies and Procedures**

***The Headmistress will:***

- support the schools aims
- play the leading role in formulating the strategic direction of the school and practices within the school, in cooperation with other members of senior management
- play the leading role in monitoring the quality of teaching and learning which takes place in the school to ensure the development and maintenance of good practice and to recognise and celebrate success.
- produce, monitor and evaluate the School Development Plan in discussion with other members of the SMT.
- ensure that school policies are carried out consistently
- make recommendations on staff professional development and training which are linked to individual and school needs through mentoring and the school development plan
- have overall responsibility for the induction and welfare of new staff
- supervise staff attendance

### **2. The Curriculum**

***The Headmistress will:***

- formulate the curriculum needs, including staffing, resources, in-service training and school accommodation to help meet the school's aims better
- organise the best management and staffing structure for the school, with the Deputy Headmistress and Senior Teacher, encouraging a positive collaborative culture;
- make sure that good practice is recognised and valued
- ensure that the curriculum provides each student with a balanced programme suitable for her abilities, interests and needs in discussion with other members of SMT
- liaise with SMT, HOYs and HODs about student option choices in Years 9 and 11
- oversee the blocking of the subjects accordingly, in discussion with other members of SMT.

### **3. Students and Parents**

#### ***The Headmistress will:***

- oversee a programme for those students who need additional support because of learning difficulties and for those students who are especially gifted
- be responsible for the welfare, behaviour and progress of all the students
- keep parents informed of the welfare and progress of their children
- read and sign the reports for each student
- ensure effective links between the school and parents and with the wider community
- keep parents informed of all matters concerning dates, timings and special arrangements.

### **4. Examinations**

#### ***The Headmistress will:***

- monitor the progress of students in internal examinations with the Senior Teacher and HOYs
- monitor the progress of students in external examinations with the Senior Teacher and HODs
- as head of centre bear overall responsibility for the conduct of all external public examinations (A level, GCSE, SATS, CELs etc)
- arrange personally or otherwise for the receipt and transmission of A level and GCSE results and be available for advice in the period following the publication of these results.

### **5. Staff**

#### ***The Headmistress will:***

- provide an effective staff mentoring system which will provide information for staff development
- supervise the work of all staff employed at the school and be responsible for their performance and their welfare;
- organise and chair staff meetings, SMT, PLT and HOD's meetings as and when required
- attend other meetings (e.g. HOYs/Development Teams) as and when required
- make recommendations on the renewal of contracts for teaching, teaching support staff and non-teaching staff;
- carry out the agreed procedures for the recruitment of teaching and non-teaching staff
- be jointly responsible with the Deputy Headmistress and the Senior Teacher for the induction and welfare of new staff

### **6. Admin Dept**

#### ***The Headmistress will:***

- prepare an annual budget of school expenditure to present to the Ruler's court
- monitor all spending, approve all school purchases, and make recommendations to the Financial Director, ensuring the effective and efficient management of resources
- carry out the agreed procedures for student enrolment;
- maintain all records, files and registers in accordance with the regulations
- provide official documents and certificates as required
- be responsible for the use, maintenance, distribution and control of all school property
- write an annual development report for the Ruler's Office
- advise administrative staff of holidays and timings

### **7. Outside Agencies**

#### ***The Headmistress will:***

- strengthen and maintain contact with other schools and with higher level educational organisations
- encourage positive interaction with local society