

Job description | Head of School



Job title	Head of School
Reports to	Board of Trustees
Location	Greenwich Waldorf School
Contract	Full-time, permanent
Start date	To be agreed

Purpose of the role

The Head of School provides strategic and organisational leadership, whole-school accountability and executive oversight for Greenwich Waldorf School. The role provides the strategic leadership and executive oversight required to ensure the school is well led, well governed, operationally secure and outward facing, while enabling the Deputy Head (Head of Education) to hold full leadership responsibility for curriculum and pedagogy, and the Deputy Head (Head of Operations) to hold full leadership responsibility for operations and systems.

The Head of School works in partnership with the College of Teachers as a key pedagogical body within the school, while maintaining executive oversight rather than curriculum ownership.

The Head of School is responsible for leading the organisation as a whole, creating the conditions in which educational excellence and operational excellence can flourish through distributed leadership. The Head of School provides strategic direction, executive accountability and organisational leadership, enabling the Deputy Head (Head of Education) and Deputy Head (Head of Operations) to exercise full authority within their respective remits.

The Head of School safeguards the school's mission, supports staff, represents the school externally and ensures that clear lines of accountability are maintained across the organisation.

The postholder is expected to uphold and actively contribute to the ethos, values and collaborative life of a Waldorf school.

Key responsibilities

Strategic leadership

- Provide overall strategic leadership for the school.
- Champion a culture of trust, collaboration, accountability and continuous professional learning across the school community.
- Work with the Board of Trustees on school direction, priorities and long-term sustainability.
- Champion the school's vision, values and educational mission, ensuring they are clearly articulated and upheld.
- Lead whole-school improvement planning at executive level, monitoring delivery of strategic priorities and responding to emerging risks and opportunities.
- Establish a culture of continuous improvement, using evidence, feedback and performance information to inform strategic decision-making and organisational development.
- Promote innovation and encourage new approaches that enhance educational quality, operational effectiveness and organisational sustainability.
- Lead organisational development and change to ensure the school remains sustainable and resilient.
- Align the school's people, resources and finances with its strategic priorities.

Safeguarding and accountability

- Hold overall responsibility for safeguarding leadership and DSL oversight.
- Maintain effective safeguarding arrangements and promote a strong understanding of safeguarding responsibilities across the school.
- Hold overall accountability for health and safety across the school, ensuring effective systems, governance and compliance are maintained.
- Maintain clear accountability structures across the school.
- Oversee the regular review, updating and approval of school policies in accordance with statutory requirements, best practice and the Board's governance framework.
- Ensure compliance with statutory, regulatory and independent school requirements.
- Promote a culture of vigilance, professionalism and shared responsibility.
- Hold overall accountability for educational standards and pupil outcomes whilst delegating responsibility for curriculum, pedagogy and teaching leadership to the Deputy Head (Head of Education).

Leadership and people

- Line manage senior leaders and support their effectiveness.
- Foster strong collaboration between educational, operational and specialist leads.
- Build leadership capacity across the school.
- Support staff culture, wellbeing and organisational clarity.
- Address performance, conduct and employee relations matters appropriately.
- Lead the appraisal, development and succession planning of the senior leadership team.
- Lead strategic workforce planning to ensure the school has the leadership capacity, organisational structure and skills required to deliver its strategic objectives.
- Lead the recruitment and appointment of senior leadership roles, working in partnership with the Board of Trustees where appropriate, whilst delegating responsibility for recruitment within educational and operational teams to the relevant Deputy Heads.

External relations and representation

- Represent the school to trustees, inspectors, partner organisations, parents and external stakeholders.
- Oversee the school's strategic communications, ensuring that official communications with parents and the wider community are timely, accurate, consistent and aligned with the school's values.
- Act as the public face of the school where appropriate.
- Develop and maintain productive relationships with external partners, regulatory bodies and the wider community to support the school's strategic objectives.
- Support positive communication with the wider community.
- Strengthen the school's profile, credibility and relationships.
- Lead or oversee responses to key external opportunities and challenges.

Commercial leadership and sustainability

- Develop and lead the school's commercial strategy to strengthen long-term financial sustainability.
- Work with the Finance Manager and Deputy Head (Head of Operations) to ensure the school operates within agreed budgets, taking timely action to address financial risks and support the school's long-term financial sustainability.
- Work with the Deputy Head (Head of Operations) and Finance Manager to maximise appropriate income from the school's facilities, resources and assets.

- Lead strategies to increase pupil recruitment, improve pupil retention and strengthen enrolment across the school.
- Identify and develop additional income streams, including holiday provision, community use of the school, fundraising opportunities, partnerships and other activities aligned with the school's values.
- Oversee admissions, marketing and commercial activities to support the school's strategic objectives and reputation.
- Monitor commercial performance and use data to inform future planning and investment.

College of Teachers

- Work in partnership with the College of Teachers as a key pedagogical body within the school.
- Ensure the work of the College is supported by clear leadership structures and communication.
- Maintain executive oversight without absorbing the College's pedagogical remit.
- Promote effective collaboration between the College, Deputy Head (Head of Education) and phase leads.
- Support the College as part of the school's professional and reflective culture.

Governance and risk

- Support effective governance and information flow to trustees.
- Provide accurate reporting on safeguarding, standards, staffing and strategic priorities to the Board.
- Ensure appropriate financial governance and long-term sustainability through effective oversight of the Finance Manager, working in partnership with the Deputy Head (Head of Operations) and Board.
- Make recommendations to the Board on senior staffing structures and remuneration, ensuring these remain aligned with the school's strategic priorities and long-term financial sustainability.
- Maintain appropriate quality assurance arrangements across all areas of the school, using findings to inform continuous improvement.
- Oversee whole-school risk awareness and response.
- Keep the Board informed of significant matters requiring oversight or decision.
- Ensure clear delegation of responsibilities to avoid overlap or gaps.

Person specification

Essential

- Senior leadership experience in education or a comparable setting.
- Strong strategic and people leadership skills.
- Understanding of safeguarding, governance and accountability.
- Ability to lead a values-based organisation with clarity and warmth.
- Strong communication, judgement and relationship-building skills.
- Experience working with boards, trustees or governance structures.
- Respect for and understanding of Waldorf education.
- Experience leading organisational change.
- Experience overseeing budgets and financial sustainability.
- Experience developing and leading senior leadership teams.
- Ability to balance educational priorities with organisational sustainability.

Desirable

- Experience in a Waldorf/Steiner school leadership role.
- Experience in independent school governance and compliance.
- Experience leading through change or organisational restructuring.
- Experience of working with distributed leadership models.
- Familiarity with school inspection and improvement frameworks.

Safeguarding

Greenwich Waldorf School is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake an enhanced DBS check and relevant pre-employment checks.

Equality and inclusion

The school values diversity and welcomes applications from candidates who can contribute positively to an inclusive school community.

This job description is intended to describe the general nature of the role. It is not an exhaustive list of duties and may be amended following consultation with the postholder.

Review: This job description will be reviewed periodically to ensure it remains appropriate to the needs of the School.