

Mark Brown

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PERSONAL SUMMARY

An experienced head teacher with over 7 years of experience in providing the vision and leadership required to ensure a high quality of education for pupils. Having a proven track record of successfully managing resources and staff to improve educational services, thereby providing pupils and teachers with the best environment to achieve their full potential.

Possessing the required enthusiasm, vision, drive and adaptability necessary to manage a modern school. Currently looking for a header teacher position with a progressive school that values and celebrates diversity and achievement.

CAREER HISTORY

Hillborough School - Nottinghamshire

HEAD TEACHER April 2007 - Present

Working in partnership with pupils, staff, parents, governors and the local community to develop a rich and creative curriculum which meets the learning needs of all children.

Duties:

Involved in the recruitment and selection of teaching and support staff.

Monitoring the performance of all staff.

Keeping in regular contact with the local community to promote the schools ethos and ensure good a relationship.

Ensuring quality assurance and development targets are met.

Negotiating contracts with contractors and other external third parties.

Constantly encourage new developments in the curriculum in the context of local and national initiatives.

Planning, managing and monitoring the curriculum within the agreed budget.

Making sure that financial regulations are adhered to.

Setting appropriate targets for the improvement of school performance.

Chesterton School - Berkshire

DEPUTY HEAD May 2004 – April 2007

Provided professional leadership and management for the school. Strove hard to promote the aims of the school through the implementation of the policies of the governing body. Involved in the day to day running of the school.

Duties:

Reported to the Headmaster and school governors on key issues.

Focused on pupils' achievement, using data and benchmarks to monitor their progress.

Ensured that the progress of the pupils of the school is monitored and recorded.

Reviewing and assessing the staffing structure of the school.

Promoted self-discipline and proper regard for authority.

Encouraged good behaviour from pupils.

Arranged for parents to be given regular information about the school curriculum.

Implementing the governing body's policies on equal opportunities and diversity.

Advised and assisting when required the governing body of the school in the exercise of their functions.

Regularly liaised with other schools and further education establishments.

Making arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds.

Helping to develop and produce of the School Improvement Plan.

KEY STRENGTHS

- Strategic planning
- Curriculum development
- Leadership and staff training
- Flexibility
- Training
- Cost control
- Budget forecasting
- Project management
- Decision making
- Adaptability
- Self motivation
- High energy levels

PROFESSIONAL EXPERIENCE

Management

Involvement in short and long term strategic financial planning and budget management.
Excellent oral and written communication skills.
Clearly articulating the vision of the school so that it is understood and acted upon effectively by all.
Regularly self-evaluating to improve the schools organisation and structures.
A consistent and proven track record of leading and managing school improvements.
Committed to the Every Child Matters agenda.
The ability to manage change.
Negotiating contracts with contractors and other external third parties.
Experience of staff development and performance management.
Promoting, developing and enforcing good management practice.
Setting targets for teachers and other staff.
Motivating, training and disciplining staff

Teaching

IT literate and able to use new technologies effectively to achieve excellence.
Good knowledge of curriculum development.
Experience of designing an appropriate curriculum that meets the personalised needs of students.
Able to apply appropriate disciplinary measures where necessary.
Keeping up to date with developments in teaching resources and methods and making relevant changes to instructional plans and activities.
Effectively managing pupil behaviour in the classroom and on school premises.
Able to organise extracurricular activities, such as outings and other social activities.
Regularly communicating with other professionals, such as learning mentors, careers advisers etc.
Motivating and preparing pupils for exams.
Undertaking pastoral duties.
Applying appropriate and effective measures in cases of student misbehaviour.

Personal

Ability to work under pressure.
Can communicate and articulate a sound educational philosophy.
Committed to skills based learning.
Willing to accept responsibility for other legal matters in the day-to-day running of the school.
Having the temperament to resolve major disciplinary issues with pupils, including working in partnership with the parent, the police and social services.

PREVIOUS CAREER HISTORY

Aston Secondary School - Birmingham

TEACHER September 2002 – May 2004

Halesowen High school - Birmingham

TEACHER February 2001 – September 2002

Dudley Primary School - Dudley

TEACHER September 2000 – February 2001

ACADEMIC QUALIFICATIONS

A' Levels:

Arts	A
Maths	B
English literature	B
English language	B

BA (Hons): Primary Education

National Professional Qualification for Headship (NPQH)

REFERENCES

Available on request.

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