

LEADING THE HIGH PERFORMANCE SCHOOL

RESOURCE 5: JOB DESCRIPTION PROMPTS

What is the core purpose of your job?
Is there one overarching statement that sets the boundaries and priorities of your job? For example, to lead the numeracy team to maximise the learning and potential of every child.
Who are you accountable to?
Who is your line manager, your coach or mentor?
Who are you accountable for?
Whose work are you responsible for? Who are the members of your team?
What are the key tasks of your job?
List no more than seven or eight key tasks that are expressed in terms of activities and outcomes. For example, create a supportive, challenging and stimulating learning environment that maximizes resources and fosters a love of learning in every child.
How much authority do you have?
You need to know what your levels of responsibility are, how much discretion you have over resources, eg, budgets.
How do you know if you are doing your job well?
Your job description should include enough information to allow you, with the help of others, to form a judgement about how well you are doing. Do you have a formal appraisal process?