



Our Lady of Peace Catholic Primary & Nursery School

*With Christ in our hearts
together we grow*

TITLE OF POST: Headteacher JOB DESCRIPTION

Purpose of the Position:

The Headteacher is responsible for providing vision, leadership and direction for the school and ensuring that it is managed and organised to meet its aims and targets. The Headteacher shall provide professional leadership for the school which secures its success, ensuring high quality education which realises the potential of all pupils.

Key Responsibilities:

The professional duties of the Headteacher are contained in the School Teachers' Pay and Conditions Document and the key areas of headship are contained in the DfES National Standards for Headteachers.

MAIN DUTIES

1. Catholic Purpose and Identity of the School

2. Leadership in Catholic Education

The Headteacher must provide professional leadership and management for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success a Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of pupils. Headteachers must establish a culture that promotes excellence, equality and high expectations of all pupils

3. Performance Management

To undertake annual Performance Management, setting and agreeing targets linked to school development plan priorities with the Strategic Executive Lead.

4. Shaping the Future

To work with the Trust's Strategic Executive Lead and the Local Academy Committee to create a shared vision which expresses core educational values and moral purpose and is inclusive of stakeholders' values and beliefs.

The Headteacher, working with the Governing body and others, is expected to draw on the person, life and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff and all other members of the community. The vision should explore Gospel values, core educational values and beliefs. The strategic planning process is critical to sustaining school improvement and ensuring that the school moves forward for the benefit of its pupils. The Headteacher is expected to:

- a) ensure that the RE programme is given full regard both in terms of classroom religious education and the overall programme of the school.
- b) ensure that the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- c) lead by example, providing inspiration and motivation for pupils, staff, governors and parents, demonstrating the vision and values in everyday work and practice to create a shared culture and

positive climate.

- d) work within the school community to translate the vision into agreed objectives and operational plans which will promote and help sustain school improvement.
- e) create and implement a strategic plan, underpinned by sound financial planning, which aims for school improvement by identifying priorities and targets for ensuring that pupils achieve high standards and make good progress.
- f) ensure creativity, innovation and the use of appropriate new technologies to achieve excellence and enjoyment.
- g) ensure that policies and practices take account of national, local and school data and inspection research findings.
- h) develop and maintain the educational partnership currently existing between the school and parents, Governing Body, schools within the local Catholic partnership cluster of schools, the Diocesan Education Service, the local authority, the local community and other agencies including the health authority and social services.
- i) ensure that strategic planning takes account of the diversity, values and experiences of the school community at large.

5. Leading Teaching and Learning

To raise the quality of teaching and learning and for pupils' achievement.

In a Catholic school the search for excellence is expressed in learning and teaching, which responds to the needs and aspirations of its pupils and acknowledges their individual worth as children of God. The Headteacher, supported by the Governing body, has a central responsibility for raising the quality of teaching and learning and for pupil achievement. This implies enabling pupils to achieve their God-given potential, setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning. The Headteacher is expected to:

- a) create and maintain an environment which promotes and secures creative, responsible and effective approaches to learning and teaching, high expectations, high standards of achievement and good behaviour.
- b) determine, organise and provide equal access to a diverse, flexible and relevant curriculum which values and challenges all children, including those Special Educational Needs and English as an additional language, and to ensure that appropriate provision is made for the more-able pupils.
- c) establish and maintain effective systems of planning, assessment for learning, recording and reporting, using data and benchmarks to monitor progress in every child's learning.
- d) monitor and evaluate; curricular provision, classroom practice, achievement of all pupils, the setting of challenging, realistic targets for improvement.
- e) manage regular reviews of all aspects of the curriculum, to initiate and encourage new and effective ideas, taking a strategic role in the development of emerging technologies to enhance and extend the learning experience of all pupils

6. Developing self and working with others

To establish effective relationships and communications building a professional learning community that enables others to achieve.

In a Catholic school the role of Headteacher is one of leadership of a learning community rooted in faith. The Headteacher's leadership should take Christ as its inspiration. The Headteacher's management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God. Headteachers must manage themselves and their relationships well. The Headteacher will build a professional learning community, which enables others to achieve their potential as children of God.

Through performance management and effective continuing professional development practice, the Headteacher supports all staff to achieve high standards. To equip themselves with the capacity to deal with the complexity of the role and range of leadership skills and actions required of them, Headteachers should be committed to their own professional development. The Headteacher is expected to:

- a) give a clear lead to all staff in the development and the continuing formation of the school's Catholic identity.
- b) support and advise staff both in the deepening of their Christian awareness and in all areas of their work and professional development.
- c) create a positive and collaborative learning culture within the school by treating people fairly, equitably and with dignity and respect.
- d) plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring that there is a clear delegation of tasks and devolution of responsibilities.
- e) implement and sustain systems for the effective management of all staff performance, incorporating targets for future development.
- f) motivate and enable teachers and support staff to develop expertise in their respective roles through a wide range of high quality induction and continuing professional opportunities in the context of the school's agreed improvement priorities.
- g) acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- h) maintain and develop a senior management team and wider management structure and culture which enables effective communication, involvement and development.
- i) regularly review own practice, set personal targets and take responsibility for own personal development.
- j) manage own workload and that of others to allow for an appropriate work/life balance

7. Managing the organisation

To provide effective organisation and management of the school to maintain an efficient, effective and safe learning environment. The Headteacher is expected to:

- a) ensure spiritual and moral development of individuals is given clear focus and is promoted through the prayer life and liturgy of the school.
- b) create an organisational structure which reflects the school's values, enabling the management systems, structures and processes to work effectively in line with legal requirements.
- c) produce clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- d) work with the governors and senior colleagues to recruit, retain and deploy staff and appropriately, managing their workload to achieve the vision and goals of the school.
- e) set appropriate priorities for expenditure, allocate funds and ensure effective administration and control of financial matters.
- f) manage and organise the accommodation effectively and efficiently to ensure that it meets the needs of the curriculum and health and safety regulations.
- g) promote an attractive environment which stimulates learning and enhances the appearance of the school.
- h) manage, monitor and review the range, quality, quantity and use of all available resources to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.
- i) use and integrate a range of technologies effectively and efficiently to manage the school

8. Securing accountability

The Headteacher is accountable for ensuring that pupils enjoy and benefit from high quality education, promoting collective responsibility within the whole school community. The Headteacher is expected to:

- a) ensure that the Governing Body are welcomed into the school and invited to share in its Catholic life.
- b) provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- c) create and develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for the outcomes.
- d) ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to regular review and evaluation.
- e) be accountable to the Diocese as Trustee for the school as part of the Church's educational mission
- f) present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including the Governing Body, the LEA, the local community, OFSTED and others, to enable them to play their part effectively.
- g) reflect on personal contribution to school achievement and take account of feedback from others.
- h) ensure that parents and pupils are well informed about the curriculum, the attainment and progress of pupils, can understand realistic and challenging targets for improvements and contribute to achieving them

9. Strengthening Community

To work collaboratively at both strategic and operational levels with all connected with the school community for the well-being of all children. The Headteacher is expected to:

- a) recognise that the school is part of the Church locally and seek to promote the partnership between contributory parishes, home and school.
- b) promote and support the positive benefits of living within a culturally and ethnically diverse society, building a school culture and curriculum that takes account of the richness and diversity of the school's communities.
- c) create and promote positive strategies for challenging racial and other prejudice and dealing with bullying and racial harassment
- d) ensure that learning experiences for pupils are linked into opportunities provided in the wider community.
- e) collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families, and work with the relevant agencies to protect children.
- f) create and maintain a positive and effective relationship linking home and school in a supportive, working partnership to encourage and improve pupils' achievement and personal development.
- g) seek opportunities to invite parents and carers, community figures, businesses and other organisations into school to enhance and enrich the school and its value to the wider community.
- h) contribute to the development of the education system by sharing effective practice, working in learning networks and partnerships with other schools and promoting innovative initiatives

10. Safeguarding Children and Safer Recruitment

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Acts and expects all staff and volunteers to share this commitment. The Headteacher should ensure that:

- a) The policies and procedures adopted by the Governing Body are fully implemented and followed by all staff.
- b) Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing in the assessment of children.
- c) All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed disclosure policy

11. Relationships with other schools, Governing Body and agencies

The Headteacher has a significant contribution to make in the delivery of high-quality Catholic education across the Diocese. To achieve this the Headteacher will be a work in partnership with Northampton Diocese Education Service, Evangelisation, Catechesis, other schools in their pastoral area, the local authority where appropriate and other relevant organisations.

The Headteacher is expected to:

- a) collaborate and work effectively with the Governing Body, other Headteachers, Teaching and the Diocese.
- b) communicate effectively and professionally with colleagues, Governors and other external agencies where appropriate

12. Personal and Professional Conduct

- a) preserve the integrity and confidentiality of all people encountered as part of this role.
- b) uphold public trust in the teaching profession and maintain high standards of ethics and behaviour, within and outside the school.
- c) have proper and professional regard for the Catholic ethos, policies and practices of the school and maintain high standards of attendance and punctuality.
- d) understand and act within the statutory frameworks setting out the professional duties and responsibilities

13. Any Other Duties

The post holder will be required to safeguard and promote the welfare of children and young people and follow school policies and in particular the schools Code of Conduct policy. The school is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and actively values and promotes diversity, unity, and community cohesion and that it supports pupils to become successful, compassionate citizens. The school will ensure a continual focus on equality as measured by pupil progress and outcomes.

This post is subject to satisfactory references that will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The post-holder must carry out their duties with full regard to the school's Equal Opportunities Policy in relation to employment and service delivery.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Governing Body.

PERSON SPECIFICATION

1. TRAINING AND QUALIFICATIONS

	Essential	Desirable	Evidence
Qualified Teacher Status	✓		App form
Catholic Certificate of Religious Studies or equivalent		✓	App form
Degree	✓		App form
Higher Degree		✓	App form
National Professional Qualification for Headship		✓	App form
Recent participation in range of relevant in-service training	✓		Interview
Experience of providing successful INSET to colleagues within current school	✓		Interview

2. FAITH COMMITMENT

	Essential	Desirable	Evidence
Practising Catholic	✓		App Form Interview
Evidence of active participation in life of faith community	✓		Priest reference

3. EXPERIENCE

	Essential	Desirable	Evidence
Experience of school leadership	✓		App form interview
Recent, demonstrable successful experience in a management role	✓		App form interview
Evidence of relevant professional development	✓		Interview
Ability to lead initiatives within the school with evidence of impact	✓		Interview
Minimum of six years teaching experience		✓	App form
Understanding of the voluntary aided sector if applicable		✓	Interview
Teaching experience in a similar size school		✓	Interview
Experience of collaboration with other schools and appropriate agencies		✓	Interview

Experience of working with children from diverse backgrounds		√	Interview
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4. COMMUNICATION/LIAISON

	Essential	Desirable	Evidence
Ability to liaise and work with outside agencies	√		Interview
Ability to influence and persuade	√		Interview
Ability to communicate clearly both orally and in writing with all stakeholders	√		App form Interview
Understand of the role of governors	√		App form Interview
Ability to promote the school to parents and other stakeholder	√		Interview
Membership of a governing body		√	App form

5. LEADERSHIP

	Essential	Desirable	Evidence
Committed to educating the whole child	√		App form interview
Ability to provide a strategic vision	√		App form interview
Ability to motivate and effectively manage all staff	√		Interview
Proven experience of successful team leadership	√		Interview
Proven ability to deal with difficult situations	√		Interview
Demonstrate a complete understanding of safeguarding.	√		App form Interview
Ability to assess risk	√		Interview
Experience of implementing national initiatives		√	App form Interview
Evidence of leading and implementing effective CPD		√	App form Interview

6. MANAGEMENT

	Essential	Desirable	Evidence
Significant experience of managing people and resources within education	√		App form interview
Minimum of four years as a head, deputy head or senior manager		√	App form
Experience of OFSTED at Senior Leadership Team level		√	Interview
Good interpersonal and communication skills	√		Interview
Ability to manage budgets	√		App form interview
Ability to solve problems and make decisions	√		App form Interview
A clear understanding of the Headteacher's role in monitoring and managing staff performance	√		Interview
Ability to lead effective self-evaluation	√		App form Interview
Understanding of statutory requirements	√		App form Interview
ICT literate	√		App form interview
Experience of managing change		√	Interview

7. CURRICULUM

	Essential	Desirable	Evidence
Knowledge of the curriculum at all relevant Key Stages	√		App form interview
Good understanding of curriculum planning, development and review to support high standards	√		App form interview
A coherent view of teaching, learning, standards and curriculum delivery	√		Interview
Commitment to planning effective provision to meet the needs of all pupils and develop all staff	√		Interview
Ability to effectively monitor and evaluate to raise standards	√		Interview
Ability to use and communicate data effectively to raise standards	√		App form Interview
Experience of teaching across the age range of the school		√	Interview

8. PHILOSOPHY OF EDUCATION

Applicants should be able to clearly demonstrate that they have the necessary philosophy and commitment required for the post as detailed:

Ability to cope well with the demands and challenges of the post
Ability to promote a high standard of education, ensuring academic progress and good standards of behaviour
A clearly articulated understanding of the Catholic vision of education
Understanding of current educational developments/legislation
Ability to promote successfully relationships with pupils, staff, parents, Governors, other agencies and the community
Committed to educating the whole child
Expectation of high individual achievement and development
Clear understanding of the National Curriculum, Assessment and examinations and of modern curricular
Pastoral care
An awareness and understanding of changes currently taking place within education and how they will affect the school
Ability to lead and develop a whole school learning culture
Ability to support and challenge colleagues

9. CONFIDENTIAL REFERENCES AND OUTCOMES

Applicants must be able to positively provide the following information if successfully appointed:

At least 2 written professional references
Confirmation of professional and personal knowledge, skills and abilities
Positive and supportive faith reference from priest where applicant regularly worships
Positive recommendation from current employer or training organisation
Satisfactory health and attendance record
Satisfactory enhanced DBS check and other pre-employment checks as required