



The Corpus Christi Federation

*Incorporating Sacred Heart, St Helen's and
St Michael and All Angels Catholic Primary Schools.*

Executive Headteacher: Mrs J Wray

www.federationcc.org.uk

Job Description: Executive Headteacher

Job Details

Salary: L21-L27 (£77195 - £89414)

Contract type: Full time permanent

Reporting to: Corpus Christi Federation Governing Body

Responsible for: Federation Deputy Headteacher, Heads of School, Business Manager, Federation SENDCo

Main Purpose

The role of Executive Headteacher at Corpus Christi Federation, is to provide strategic leadership and management for the schools in the Federation, defining and delivering the vision, objectives and the strategic plan as agreed with the Governing Body. The Executive Headteacher will uphold and promote Catholic values by placing Christ at the Centre of all that we do.

In particular the Executive Head will:

- Be fully committed to upholding and promoting the values of the Catholic faith and ethos of the Federation by placing 'Christ at the Centre' of all that we do, recognising the authority of the Bishop in relation to the provision of education within the Diocese.
- Promote an educational vision which takes account of our Catholic mission and of the diversity, values and experiences of the Federation schools and the communities they serve.
- Provide effective leadership and management across the schools in the Corpus Christi Federation
- Drive improvement priorities across the Federation
- Ensure that the schools in the Federation are delivering high-quality Catholic education and care which secures the best outcomes for pupils
- Promote a culture of unity and collaboration among the schools in the Federation

Duties and Responsibilities

Preserve and develop the distinctive Catholic character of the schools in the Federation

- To ensure that the quality of Catholic Education, prayer and liturgy in the schools are of the highest standard and that our Catholic mission is central to life in the schools
- To take part in acts of religious worship and to lead them
- To cooperate with and consult where appropriate, with the Diocesan Bishop
- To provide for liaison and cooperation with officers of the Diocesan Education Service
- To liaise with the Parish Priest to promote the Catholic life of the schools in the Federation

Strategic leadership

- Embed our shared vision across the Federation, ensuring that it is understood by staff and parents
- Develop and review the Federation's strategic plan, ensuring that key objectives are used to develop school improvement plans

- Review and monitor progress of school improvement plans and self-evaluation forms, providing necessary challenge in order to achieve a sustained focus on the strategic objectives
- Build positive and respectful relationships with stakeholders and the wider community

Managing the organisation

- Line manage the Federation Deputy Headteacher, Heads of School, Federation Business Manager and Federation SENDCo, providing effective support and challenge to help them secure best outcomes for pupils
- Carry out performance management of SLT and Federation SENDCo in line with the Federation's procedures
- Managing the Federation's budget and resources, through work with Governors, Federation Deputy Headteacher, Heads of School and Federation Business Manager
- Develop and implement federation-wide policies through work with Governors, Federation Deputy Headteacher, Heads of School and Federation Business Manager
- Allocate financial resources appropriately, efficiently and effectively
- Develop and retain high-quality staff through effective professional development and performance management
- Establish clear and open lines of communication with all stakeholders
- Monitor staff wellbeing and workload and implement strategies to promote a healthy working environment
- Ensure the Federation effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Work successfully with other schools, Trusts and the Local Authority
- Maintain effective relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- To lead and participate in the selection and appointment of the teaching and non-teaching staff of the schools, subject to the advice of the Local Authority, HR provider and, in the case of reserved posts, the Diocesan Education Department.

Teaching and learning

- Develop and implement a broad and balanced curriculum that meets the relevant statutory requirements
- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Have ambitious expectations for all pupils, including those with special educational needs (SEN) and disabilities, and promote an inclusive culture that enables all pupils to access the curriculum
- Establish curriculum leadership, including developing subject leaders with relevant expertise and access to professional networks and communities
- Promote a culture that encourages collaboration, where best practice is shared in order to secure the best outcomes for pupils
- Ensure valid, reliable and proportionate approaches are used to assess pupils' knowledge and understanding of the curriculum

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the executive headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person specification

CRITERIA	QUALITIES	ESSENTIAL OR DESIRABLE
Qualifications and training	• Qualified teacher status • Degree	Essential
	• Catholic Certificate of Religious Studies or equivalent • National professional qualification for headship (NPQH)	Desirable
Personal qualities and attributes	• Practising Catholic with evidence of participation in a faith community • Holds and is able to articulate a clear vision for high quality Catholic education in human wholeness • Committed to the model of servant leadership • Commitment to uphold the 7 principles of public life (the Nolan principles) at all times • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the federation • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position	Essential
Experience, Skills & Knowledge	• Sound understanding of the distinctive nature of a Catholic school • Experience of leadership of spiritual development of pupils and staff, including leadership of acts of worship • Successful leadership and management experience in a school • Teaching experience • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching informed by evidence, and the ability to model this for others and support others to improve • Understanding of curriculum design and development • Understanding of school finances and financial management • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships	Essential
	• Experience of leadership across more than one school • Experience of leadership in a Catholic school • Experience of leadership in a primary school	Desirable

Notes:

This job description may be amended at any time in consultation with the postholder.