

EXECUTIVE HEAD TEACHER JOB DESCRIPTION

The Federation's Vision and Values:

As a federation, the Governing Body will, in collaboration with the post holder, set the federation's overall visions and values within the first term of inception.

The Schools:

**St Patrick's Catholic Primary School, Wellington and
Shrewsbury Cathedral Catholic Primary School**



Blessed Edward Campion Federation

"I have come that they may have life, and have it to the full"
(John 10: 10)

Based on the teachings of John's gospel,
our vision is that everyone
will share in the life
that Christ came to bring
and will live it to the full.

Taking these words of Christ to our heart, the Blessed Edward Campion Federation strives to offer all those involved in the community of our schools the best opportunities to realise their full potential. As a Roman Catholic Federation, we offer an environment where every child is welcomed and valued.

We seek to form the whole person

intellectually,

physically,

spiritually and

emotionally

to encourage all in our schools to use their God given talents in order that they may live full, interesting and purposeful lives.

In our schools we will:

- ❖ provide an exciting and relevant curriculum which motivates the children to learn, working both collaboratively and independently
- ❖ promote high standards of achievement through careful planning and assessment of children's progress, which maximises each child's individual potential
- ❖ deliver a well-rounded education which inspires and makes children aware of their own abilities encouraging them to be evaluative, to take appropriate risks, and to work with concentration and perseverance
- ❖ provide attractive, safe and stimulating learning environments

We will:

- ❖ promote respect for their own bodies in terms of self-care, safety, healthy eating and personal hygiene and sexual development in age-appropriate ways
- ❖ encourage everyone to use their talents in play, physical education and arts, trying new experiences, in extra-curricular activities such as sports clubs, choir and learning to play a musical instrument
- ❖ teach care for the environment both in and outside school

We will:

- ❖ engender a genuine love and understanding of Jesus Christ by fostering a true understanding of the Catholic Faith in order to help those in our communities to know God and themselves more clearly – and how this affects how we live our daily lives

- ❖ enable all to see that every aspect of our schools' life is rooted in the Gospel values of peace, truth, holiness, justice, love, faithfulness, integrity and forgiveness
- ❖ create times of prayer and opportunities to join the wider parish communities in liturgies and the celebration of the Sacraments
- ❖ encourage an awareness of and respect for all traditions and different beliefs in our world

We will:

- ❖ encourage everybody to accept personal responsibility for their own behaviour and to be caring and sensitive towards the needs of others and the environment
- ❖ foster a spirit of charity, respectfulness, caring and generosity towards others, by empathising with those in need (e.g. CAFOD)
- ❖ develop good and long-lasting relationships which are based on mutual understanding of and respect for one another
- ❖ provide support for those who face particular emotional challenges, difficulties or needs within the school communities and identify specialist professionals from our education partners.

Blessed Edward Campion Federation Prayer

*Father, we seek the guidance of your Holy Spirit in the business that is before us. In planning for the future, give us vision;
In matters of finance, give us prudence;
In talking with one another, give us understanding;
In serving all within our school communities, give us love.
Help us in all things to honour your name,
To share and to live our Catholic faith,
The same faith which Blessed Edward Campion,
professed and defended with all his might.
May the schools in our Federation,
Be schools of the Gospel where everyone is valued and nurtured,
In order that they reach their God-given potential.
Father, in all this we ask that your will be done
As we make this and all our prayers through Christ our Lord,
Amen.*

Our Lady Help of Christians – Pray for us.

St Patrick – Pray for us.

Blessed Edward Campion – Pray for us.

Each school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teaching of the Roman Catholic Church and the Trust Deed of the Diocese of Shrewsbury. At all times the schools are to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires a practising Catholic who can show by example and from experience that they will ensure the federation is distinctively Catholic in all its aspects.

The Executive Head of Our Blessed Edward Campion Federation will have responsibility for ensuring the achievement of the highest possible spiritual and educational standards in the schools within the federation. The Mission Statement, above, summarises the ethos which is at the centre of our Catholic Schools and the person appointed is expected to approach this post in the light of this statement. The Executive Head will be expected to maintain and develop an atmosphere and structures where all children and adults are valued and enables them to fulfil the federation's high expectations. The Executive Head will meet the needs of both schools within Our Blessed Edward Campion Federation, to achieve successful cross working, in the spirit of the Federation.

This appointment is with the governors of the federation under the terms of the Catholic Education Service contract, signed with the governors as employers. It is subject to the current conditions of service for Headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation including the GTC Code of Professional Values and Practice.

The Governing Body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons, the Executive Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure Barring Service and obtain any other statutorily required clearance and pre-employment checks.

JOB TITLE: Executive Headteacher
ACCOUNTABLE TO: Governing Body/Diocese/Local Authorities

Job Description and Person Specification

Core purpose:

To set and implement the strategic direction of Blessed Edward Campion Federation, to provide professional leadership and management across the schools within the Federation to drive achievement of high standards in all areas of the Federation's work. In Particular ensuring the provision of sustainable outstanding education through the preservation and development of the schools' Catholic character.

The Federation's objectives relate to the provision of Catholic education, all schools in the Federation are part of the Catholic Church and, as such, are to be conducted as Catholic schools in accordance with Canon law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Shrewsbury. **Therefore, the post of Executive Headteacher must be filled by a practising Catholic, who can show by example and experience that they will ensure the Federation and the schools within it are distinctively Catholic in all aspects.**

Accountable to: The Governing Body

Line management responsibilities for: Heads of Schools, School Business Manager and Office Co-ordinators.

The Executive Headteacher will be required to travel between, and work at, the office and schools in the Federation, as well as any other location or geographical area that may be stipulated in the contract of employment. As such, it is essential that the Executive Headteacher holds a valid UK driving licence for the duration of their appointment.

Disclosure (criminal record check): Enhanced DBS check, Disqualification by Association check and all relevant pre-employment checks as required by statute and employment regulations.

Duties/Role

1. Preservation and Development of the Catholic Character of the Federation and schools within it

- (a) Know that it is your first responsibility to preserve and develop the Catholic character of the Federation and the schools within it and to safeguard the teaching of the Church.

- (b) Ensure that the Head of School/Deputy Head of each individual school in the Federation is supported to ensure that the Catholic character of their school is reflected in every aspect of school life, particularly the curriculum, the day-to-day organisation of the school, staff development, staff and pupil relationships and the partnership between school, parents, families, other schools, other services,

professional organisations, your diocese, local authorities, employers, businesses and government agencies, as appropriate.

- (c) Work in partnership with the diocese to ensure that all diocesan requirements are fulfilled.

It is this duty to preserve and develop the Catholic character of the Federation and the schools within it that provides the context for the proper discharge of all your other duties and responsibilities as Executive Headteacher in a Catholic School Federation.

2. Strategy development and implementation

- (a) Work in collaboration with the Governing Body to help set the vision and strategic direction for the schools in the Federation in order to further the mission of the Federation by drawing on the person, life and teachings of Jesus Christ. Such vision should explore the Gospel values, core educational values and moral purpose and be inclusive of stakeholders' values and beliefs and you should ensure that strategic planning takes account of the diversity, values and experiences of the Federation, the schools within it, the Church and the wider local community. The Executive Headteacher will work with the Governing Body and heads of school of each school in the Federation to provide a strategic lead.
- (b) Translate the agreed vision and strategy into workable operational plans which will secure the Federation's mission, by translating the vision into agreed objectives across each school site to ensure development plans of the Federation and schools within it are achieved and to support and develop the Federation's core values and aims.
- (c) Possess strong organisational skills: prioritise tasks, manage time effectively, initiate, plan, monitor and evaluate school improvement and change processes, evaluate the work of the Federation and prioritise areas for development and improvement to ensure its effectiveness as a Catholic School Federation.
- (d) Expand the scope and resources of the Federation by, for example, securing strong links with other key partners who support the Federation's development and/or by hosting networking opportunities.
- (e) Possess strong communication skills:
 - (i) be effective at influencing, negotiating and engaging with others and deal confidently with opposition
 - (ii) have an enthusiastic, motivational and inspiring management style
 - (iii) have developed presentation skills and be comfortable with public speaking

3. Using data effectively

- (a) Understand, analyse and make effective use of a wide range of data, including national, local and schools data, to, for example, develop strategic plans, establish benchmarks and set stretching improvement targets and to inform practice at all levels of management.
- (b) Monitor, evaluate and review practice and progress towards set targets of the Federation and the schools within it and promote and deliver improvement strategies.
- (c) Support the head of each school to monitor, evaluate and review their school's practice and promote improvement strategies.
- (d) Ensure the Federation, and the schools within it, are data rich and encourage a culture of finding the right piece of data which is relevant and makes a difference.
- (e) Use data strategically in order to identify issues and make appropriate interventions.
- (f) Relay data to a wide range of appropriate internal and external stakeholders.

4. Staffing

- (a) Ensure the implementation of the requirements set out in the Bishops' Memorandum on Appointment of Teachers in Catholic Schools in respect of staffing and the use of Catholic Education Service employment documentation taking into account any relevant diocesan requirements.
- (b) Recruit, or ensure the successful recruitment of, high-quality members of staff, particularly senior leaders and teachers, keeping in mind the Bishops' expectation that preference will be given to practising Catholic applicants and those who are committed to preserving and developing the Catholic character of the schools within the Federation. Encourage those in charge of recruitment to consider how each person appointed will contribute to the Catholic character of the Federation and the schools within it.
- (c) 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 development opportunities in the context of the Federation/schools agreed improvement priorities. Facilitate staff training and, where appropriate, undertake this in-house.
- (d) Possess experience of staff management, appraisal, performance management and disciplinary procedures, having particular regard to ensuring that policies and procedures take account of national, local and diocesan advice and guidance.
- (e) Lead by example, providing inspiration and motivation for pupils, staff, governors and parents, demonstrating the Federation's vision and values in everyday work

and practice by acting professionally and efficiently to develop a culture of high expectations and positivity.

- (f) Give a clear lead to all staff in the preservation, development and the continuing formation of the Federation's Catholic character and support and encourage the heads of school to support and advise staff both in the deepening of their understanding of Catholic education and in all other areas of their work and professional development.
- (f) Act as professional mentor for new heads of school within the Federation and promote the Gospel values of service and sacrifice in coaching, developing and growing leaders from within the Federation.

5. Day-to-Day Management of the schools in the Federation

- (a) Ensure that the Federation and the schools within it are led and managed in accordance with the Mission Statements.
- (b) Have responsibility for the day-to-day management of the schools within the Federation, in terms of a strategic role in supporting the local leadership team (including the Heads of School) to fulfil their responsibilities for the day-to-day running of the school. The Executive Headteacher may be required to:
 - (i) Produce clear, evidence-based improvement plans and policies for the development of the schools in the Federation;
 - (ii) create effective staffing and organisational structures, where excellence is the standard, to assist the Governing Body in implementing operational plans and ensure clear succession planning;
 - (iii) ensure resources are deployed to achieve value for money and consider ways in which to build capacity across the workforce;
 - (iv) support the heads of school and business managers to manage and organise the schools' premises and facilities effectively and efficiently to ensure that they meet the needs of the curriculum and health and safety regulations;
 - (v) support the heads of school to ensure an attractive school environment which meets the needs of the curriculum and stimulates learning.
- (c) Support the heads of school to secure effective teaching and learning in all schools within the Federation. The Executive Headteacher may be required to:
 - (i) share input into the formulation of the curriculum including monitoring and evaluating the curriculum for both quality and value for money to ensure that it delivers to the needs of pupils and is supported by high-quality teaching. Such monitoring may include review of classroom practice and the achievement of pupils in order to set and meet challenging yet realistic targets for improvement;
 - (ii) ensure that there are real, relevant and planned opportunities to embed purposeful links and connections with religious education, collective worship, liturgy, prayer and provision for pupils' academic, spiritual, moral, social, emotional and cultural development. (Monitoring of this area may extend to ensuring that the Deputy Head has given full regard, both in terms

of classroom religious education and in the whole Catholic life of the School, to the religious education programme);

- (iii) monitor and evaluate curriculum continuity and progression by encouraging curriculum links through learning networks with other schools in the Federation and other schools/schools in the diocese and the local authority;
 - (iv) support heads of schools to create and maintain an environment which promotes and secures creative, responsive and effective approaches to teaching and learning and the use of appropriate new technologies to aim to reduce the gap between aspiration and achievement of high standards;
 - (v) create a positive and collaborative learning culture by treating people fairly, equitably and with dignity, justice and respect to preserve and develop the Federation's Catholic character.
- (d) Have responsibility for budgeting and financial management, through deployment of the School Business Manager.
- (e) Have responsibility for risk management
- (f) Work with the Governing Body to enable it to meet its responsibilities in relation to specific requirements of governance in a Catholic school in terms of admissions, staffing and financial matters.
- (g) Facilitate the sharing of good practice between schools in the Federation. This should include establishing innovative and effective working relationships, particularly with the Heads of School/Deputy Head of each school in the Federation, to ensure that the vision for each particular school can flourish.
- (h) Be competent in safeguarding requirements and have an understanding of, and commitment to, safer recruitment and child protection procedures and ensure their implementation.
- (i) Ensure the schools in the Federation have implemented all policies that are statutorily required.
- (j) Support heads of school to create and promote positive strategies for challenging racial and other prejudice and dealing with bullying and harassment.
- (k) Ensure that confidentiality is maintained in line with agreed policies and protocols.

6. Accountability

- (a) Be accountable to the Governing Body and provide information, objective advice and support to the Governing Body to enable them to meet their own responsibilities for securing effective teaching and learning and improved standards of achievement, and to understand their own role and deliver their core functions effectively, in particular their function to set strategy and hold the Deputy Head to account for pupil and staff performance of the schools within the Federation.

- (b) Hold others within the Federation to account, using data where appropriate, for example, by ensuring that staff accountabilities are clearly defined, understood and agreed and are subject to rigorous appraisal, review and evaluation and ensure that all staff have a clearly defined and agreed set of responsibilities.
- (c) Have clear schemes of delegation with defined reporting arrangements which are regularly reviewed to determine fitness for purpose.
- (d) Take challenging positions (in a non-combative way) where appropriate – offer suggestions to superiors and challenge or question views and actions of the Governing Body and heads of school or others.
- (e) Manage your own workload and that of others to allow for appropriate work/life balance.
- (f) Keep pupils, parents and carers informed about the curriculum, attainment and progress and about the contribution they can make to achieve the Federation’s targets and the targets of the schools within it.
- (g) Encourage parents and carers to support their children’s learning, including in relation to their spiritual and religious development and sacramental preparation.
- (h) Develop your understanding of your role through regular reading and participation in appropriate courses, together with frequent reflection, and commit to your own continuing professional development.

7. Working with the wider community

- (a) Preserve and develop effective partnerships, including working with parents, families and other schools, other services, professional organisations, your diocese, local authorities, employers, businesses and government agencies to provide 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.
- (b) Ensure the learning experiences of pupils are linked to opportunities provided in the wider community.
- (c) Preserve and develop effective relationships with good and outstanding Catholic schools/schools in the diocese.

The Executive Headteacher is required to safeguard and promote the welfare of children and young people.

Note

This job description has been prepared in the creation of federation and school organisation and may be reviewed from time to time as the organisation of the federation or the schools change. No changes will be made without consultation. This document must not be altered once it has been signed but may be reviewed annually.

Signature of post holder **Date**

**Signature of Chair of
Governors** **Date**

Person Specification

| Qualifications | Essential | Desirable |
|--|-------------------------------------|-------------------------------------|
| • Degree (specify class if appropriate) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Qualified Teacher Status | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • NPQH | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • CCRS/CTC | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Experience as a National Leader of Education | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Experience as a Local Leader of Education | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Experience of leading school-to-school support | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Essential Professional Experiences

- Demonstrable experience of effective senior leadership at headship level
- Experience of Strategic leadership and management across the School
- Leading school improvement
- Expert knowledge in the field of education including knowledge of current education legislation and national education priorities, particularly in relation to Catholic education, as well as knowledge of the inspection agenda
- Knowledge and experience of working within a school Federation model
- Exemplary teaching experience
- Teaching at more than one school
- Recording and using financial data and budget setting
- Developing business planning
- Experience of managing people at different levels
- Effective communication skills on a variety of levels to differing audiences