



Job Description and Person Specification

Role

Head of School
Our Lady of Victories Catholic Primary School
Grade: L15-L18
Reporting to: Executive Headteacher

Saint John Southworth Catholic Academy Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job Description

Corporate Responsibilities

- To lead and manage the day-to-day operations of the school by driving academic excellence, maintaining high standards of behaviour and ensuring a positive school culture that fosters both staff and pupil growth
- To collaborate with the Executive Headteacher and other Trust leaders to implement the school's vision and strategic goals while overseeing the operational management of the school
- To contribute to a working environment underpinned by the principles of Catholic Social Teaching
- To ensure probity, propriety and adherence to the Nolan Principles both in personal conduct and throughout the Trust
- To comply with policies and procedures relating to safeguarding and report any such suspicions, no matter how small, to the Designated Safeguarding Lead or in the case of concerns about a member of staff, the Executive Headteacher
- To comply with all other policies, procedures, working practices and regulations, in particular, Equality and Diversity, Health and Safety, Confidentiality, Data Protection and Financial Regulations in line with our Scheme of Delegation
- To be accountable to and carry out any reasonable request from the Line Manager

This is a school-based role that will involve contact with children.

Key Duties and Responsibilities

- To lead the school community to achieve its educational objectives and ensure the highest standards of teaching and learning
- To establish and sustain a Christ-centred vision embodied in the school's Catholic mission, ethos and strategic direction in partnership with the parish, the Trust, those responsible for governance and through consultation with the school community and the Diocese of Westminster
- To understand and welcome the role of effective governance and establish and sustain a professional working relationship with those responsible for governance, rooted in the strategic stewardship of the Catholic mission in education, upholding their obligation to give account and accept responsibility
- To oversee pupil welfare, behaviour management and pastoral care, ensuring a safe, respectful and inclusive environment
- To manage and support staff development, well-being and performance, ensuring alignment with the Trust's policies and procedures
- To ensure effective communication with parents, pupils and stakeholders, fostering positive relationships
- To implement and monitor the curriculum to ensure it meets both academic standards and the diverse needs of all pupils

- To analyse data to identify areas for improvement and ensure that pupil progress is consistently monitored and improved
- To contribute to the development of the school's strategic plan and work closely with the Local Governing Body, Executive Headteacher and Senior Leadership Team
- To ensure compliance with relevant legislation and maintain a safe learning environment for all pupils
- To provide leadership and guidance to middle leaders and staff, ensuring continuous professional development
- To foster a positive school ethos and culture, leading by example with respect to values such as integrity, inclusivity and resilience

Professional Development

- To be committed to own professional development
- To establish and participate in training opportunities, meetings and networks to support and maintain excellent skills, techniques and knowledge
- To seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities
- To undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD)

Fluency Duty

In line with Part 7 of the Immigration Act 2016, the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role, the post holder is required to meet the advanced fluency level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly
- Explain difficult concepts simply without hindering the natural smooth flow of language
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in the Trust

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check with Children's Barred List.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provides that when applying for certain jobs, certain spent convictions and cautions are protected and they do not need to be disclosed to employers. If they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should

be disclosed can be found on the [Ministry of Justice website](#) and further information about filtering offences can be found in [DBS filtering guide](#).

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Date: April 2025

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.

Post holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager.

This job description will be reviewed with the post holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.

Name: _____

Signature: _____

Date: _____

Person Specification

	Essential Requirements	Desirable Requirements	How Identified
Faith Commitment	<ul style="list-style-type: none"> • A practising Catholic • A secure understanding of the distinctive nature of Catholic schools and Catholic education • An understanding of the leadership role in spiritual development of pupils and staff • Experience of leading school worship • Involvement in parish community 		<ul style="list-style-type: none"> • Application • Interview • References
Qualifications	<ul style="list-style-type: none"> • A good honours degree • Qualified Teacher Status • A National Professional Qualification for Headship or willingness to work towards 	<ul style="list-style-type: none"> • A master's degree in educational leadership or a related field • Evidence of relevant CPD 	<ul style="list-style-type: none"> • Application
Experience	<ul style="list-style-type: none"> • Proven leadership experience in a primary school setting, including at least three years in a senior leadership role • A successful track record of raising educational standards and improving pupil outcomes • Experience in curriculum development and implementation 	<ul style="list-style-type: none"> • Experience in managing budgets and resources effectively • Experience with Ofsted and Diocesan school inspections • Awareness of Catholic academy trusts 	<ul style="list-style-type: none"> • Application • Interview

	<ul style="list-style-type: none"> • Experience of financial management leadership in a school 		
Knowledge, Skills and Ability	<ul style="list-style-type: none"> • Knowledge of current educational policy, practice, and safeguarding regulations • Excellent leadership and management skills, including the ability to motivate and inspire staff • Strong strategic thinking and decision-making abilities • Proven ability to work collaboratively with senior leaders, teachers, parents and the wider community • Exceptional communication and interpersonal skills • Ability to manage and resolve conflict effectively • Data-driven approach to monitoring pupil progress and achievement • Strong ICT skills and the ability to use technology to improve school outcomes • Ability to manage complex school operations and lead on whole-school initiatives 	<ul style="list-style-type: none"> • Understanding of special education needs and disabilities theory and practice 	<ul style="list-style-type: none"> • Application • Interview • References
Character and Values	<ul style="list-style-type: none"> • High commitment to safeguarding and promoting the welfare of children 		<ul style="list-style-type: none"> • Application • Interview

- A passion for education and a deepfelt desire to make a difference for young people
- Able to listen and show awareness of others' sensitivities; have personal pride and lead by example
- Understand the importance of work/life balance
- Visionary and dynamic leadership style
- Commitment to providing an inclusive and nurturing environment for all pupils
- High level of emotional intelligence and resilience
- Integrity, professionalism and a strong ethical approach to leadership
- Focused on continuous professional development and self-improvement
- A creative and innovative approach to problem-solving
- Passionate about pupil well-being and holistic development
- Commitment to academy-to-academy support and development
- Ambassador and diplomat for the Trust

	and the individual academy		
Personal Circumstances	<ul style="list-style-type: none"> • Legally entitled to work in the UK • Ability to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act 2010 • Flexible to support out of hours activity 		<ul style="list-style-type: none"> • References • Interview