



Job Description and Person Specification

Job Title	Head of School
Accountable to:	Executive Headteacher and Governing Body
Salary	L9-L13



Federation Mission Statement

*One family, growing together in love and faith, flourishing in a diverse and ever-changing world.
We love, we believe, we shine, we achieve.*

Overall Purpose of the Post

- To be conscientious and loyal to the aims and objectives of the Corpus Christi Federation, the Governors and the school
- To preserve and develop the Catholic character of the school
- To have regard to the Catholic character of the school and not to do anything in any way detrimental or prejudicial to the interest of the same.
- To take part in acts of religious worship and to lead them
- To instruct and supervise instruction in the Holy Scriptures and the Doctrines of the Catholic Church in accordance with the principles, and subject to the discipline, thereof to the satisfaction of the Diocesan Religious Inspector, or other appointed representatives of the Diocesan Bishop, at the time or times appointed for religious instruction, such children as are entrusted to you and to be present at such religious examinations of the children as may be directed to be held by the Federation or the Governors
- To cooperate with the Diocesan Bishop
- To provide professional leadership with integrity, energy and enthusiasm which secures high achievement for every child and sustains the school's ongoing improvement journey.
- Promote and safeguard the welfare of all pupils and staff within a safe and caring environment.
- Establish a high-quality learning environment in which resources are effectively managed to secure the success of both pupils and staff.
- Promote and model the school's mission statement
- Secure strong partnerships with all stakeholders, especially parents and the wider community.

1. Key Responsibilities

- The Head of School is accountable overall to the Executive Headteacher for ensuring the educational success of the school within the overall framework of The Corpus Christi Federation, the Federation Improvement Plan, relevant legislation, best practice and available resources. The Head of School will be performance managed by the Executive Headteacher.
- Day to day management of children, staff, resources and buildings.
- To contribute to the wider success of The Federation through working in collaboration with other SLT members across the three schools alongside other Federation leaders and other relevant agencies and professional bodies.
- To implement the vision set out in our federation mission statement and provide effective leadership to ensure that all stakeholders are motivated and empowered to work uphold this mission.
- To write and implement an annual strategic plan which drives school improvement.

2. Leading teaching, learning and assessment

With the Executive Headteacher:

- Ensure the quality of teaching and learning is at the centre of strategic planning, ensuring a continuous and consistent school focus on pupils' achievement and development.
- Demonstrate and articulate high expectations, setting aspirational targets for all;
- Promote a culture of encouragement support and challenge in order to achieve each child's full potential and the highest possible educational standards.
- Promote a culture of continuous improvement and success.
- Drive innovation, ensuring the school is able to respond to a changing external environment and that the skills, learning and aspirations of children and young people are developing and enhanced at all key stages.
- Determine a curriculum that is informed by current knowledge and best practice to develop the potential of all pupils and equip them for the demands of 21st century life and work
- Ensure the quality of teaching and learning is at the centre of strategic planning;
- Ensure a planned annual cycle of assessment, monitoring and evaluation across the Federation, including the quality assuring of judgements.
- Demonstrate and articulate high expectations, setting aspirational targets for all.
- Ensure a consistent and continuous approach to monitoring children's progress, using data and benchmarks to identify individual and group achievement;
- Ensure the implementation of effective intervention and support programs, the impacts of which, are regularly reviewed and evaluated.
- Implement strategies that promote high standards of behaviour and attendance.
- Monitor, evaluate and review classroom practice, promoting strategies to ensure that the highest standards of teaching and learning are maintained.
- Challenge under-performance at all levels.
- Provide a range of wider learning opportunities which will enhance the curriculum offer in place.

3. Leadership and management of staff

With the Executive Headteacher:

- Provide support in creating and maintaining good working relationships amongst all members of the Federation.
- Motivate and support staff by identifying and addressing areas for development and building on their strengths to support Federation improvement.
- Promote the highest standards of professional behaviour, that reflect the gospel values and our Federation Mission Statement.
- Ensure that Performance Management and Appraisal processes for all staff are robust, fit for purpose and effective in raising the quality of teaching and learning.
- Ensure that all staff carry out their professional duties in accordance with their job description and Federation policies
- Encourage initiative, team work and working in partnership at all levels.
- Deal effectively with staff under-performance, in line with relevant policies.
- Contribute to the recruitment process and selection of teaching and support staff through advertising, shortlisting and interviewing and appointing.

4. Management of the organisation

With the Executive Headteacher:

- Manage the school on a day-to-day basis ensuring that Federation policies, including those relating to safeguarding and health & safety are fully adhered to.
- Ensure that policies and practices take account of national and local circumstances and initiatives.
- Advise the Executive Head Teacher on the performance, competence and capacity of staff. Support the Executive Head to retain and deploy staff to achieve the vision and goals of the Federation.
- Work to, and report on, targets for achievement of the school and personal targets as agreed by the Governing Body / Executive Headteacher.
- Work within a defined organisation structure which enables effective and efficient ways of working and support the achievement of the Federation's objectives.
- Ensure the school premises are fit for purpose and that health and safety policies and procedures are implemented and followed.
- Manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.
- Undertake responsibility for promoting and safeguarding the welfare of children.
- Work on appropriate priorities for expenditure, allocating funds effectively within the context of the annual budgetary cycle and Federation improvement priorities.
- Work with the Federation Business Manager to manage agreed budgets, ensuring effective administration and value for money.

5. Safeguarding

With the Executive Headteacher:

- Ensure that all safeguarding policies and practices fully meet the latest national guidelines and are published as required.
- Ensure all staff are fully trained and aware of their particular responsibilities.
- Cooperate and work with relevant agencies to protect children.

6. Specific Responsibilities

- To report to the Executive Headteacher, the Chair of Governors, Chair of Committee, Local Authority or Diocese as appropriate.
- Lead the Catholic life of the school alongside the Federation RE lead and ensure the school meets its requirements of 10% Religious Education teaching, Collective Worship and is prepared for S48 Inspection.
- Work with school staff, the federation and other agencies to ensure the best outcomes for the school in terms of results and Ofsted Inspections.
- To be the Designated Safeguarding Lead, being responsible for ensuring the safety and wellbeing of all pupils in school, attending related meetings and fully contributing / completing all relevant paperwork.
- To deputise for the SENDCO as and when required within own school, and have a thorough understanding of SEND needs and assessments.

- To report to the School Committee Governors both verbally and in written form, at school level, on school performance and the implementation of policies, thereby ensuring full involvement of the Governors in strategic planning, business activities, monitoring and building relationships with the wider community. This includes, completing Head of school report, updates on school improvement plans and written responses to governors questions.
- As well as School specific meetings taking an active role in Strategic and full Governing body meetings for the Federation, reporting/contributing as appropriate.
- Take an active role in supporting other schools in the Federation with school improvement, sharing of good practice and recruitment.
- Work collaboratively with the schools and partners within the Corpus Christi Federation to impact positively on the outcomes for pupils and the community.
- Continue to review and develop the Curriculum offer for the school while working as part of a team to ensure the strongest curriculum for the school and wider Federation.
- Be responsible for the overseeing and quality assurance of the work of the Federation Leads
- To manage the promotion of the school through social media and the school website.
- Collaborate with other agencies to promote the academic, spiritual, moral, social, emotional and cultural well-being of children and their families.
- Maintain and develop effective partnerships with parents and carers to support and improve children's achievement and personal development;
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enrich the children's experiences.

Notes:

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- The duties may be varied to meet the changing demands of the Federation with due discretion from the Executive Headteacher and Governors.
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the aforementioned documents.

Person Specification – Head of School

Qualifications	Essential	Desirable
Qualified teacher status (QTS)	X	
Sustained relevant professional development in leadership and management.	X	
Designated Safeguarding Lead (DSL)		X
National Professional Qualification for Headteachers (NPQH)		X
Knowledge		
A well-developed knowledge of effective safeguarding practice, including an up-to-date understanding of Keeping Children Safe in Education.	X	
An understanding of research-based evidence and how this is used to inform curriculum design and pedagogy.	X	
EYFS Statutory Framework; National Curriculum; SEND Code of Practice; Statutory Assessment and moderation requirements; Ofsted Framework; Other statutory requirements.	X	
Proven effective self-evaluation and school improvement processes.	X	
Effective behaviour and attendance strategies.	X	
Mechanisms for effective governance.	X	
School finance and effective financial and risk management.		X
Experience		
Significant and successful primary senior leadership and management experience...	X	
... Recent experience in a Catholic School		X
...in more than one school.		X
A broad range of highly effective primary teaching experience...	X	
...across all phases: Early Years, Key Stage 1 and Key Stage 2.		X
Securing effective curriculum design to achieve better outcomes for all pupils, especially the most vulnerable and those with SEND.	X	
Improving the subject and pedagogical knowledge of other staff to improve the teaching, learning and assessment.	X	
A track record of wider successful school improvement and leading change.	X	
Working effectively with the governing body to secure improvement, both within and beyond the academic curriculum..	X	
Securing an effective culture of safeguarding throughout the school.	X	
Professional development of others including staff appraisal, taking effective action when performance falls short.	X	
Professional Skills		
Shapes the school's ethos, vision and strategic direction in partnership with the governing body.	X	
Can 'walk-the-talk' to provide an effective role-model for pupils and staff.	X	
Excellent organisational skills. Prioritises effectively to manage the workload of self and others	X	
Communicates effectively for a range of audiences and purposes.	X	
Efficiently analyse, distil and evaluate a wide range of information to identify areas for improvement, appropriate actions and targets for success.	X	
Manages challenging conversations to a positive resolution.	X	

Personal Qualities		
A practising Catholic	X	
Able to inspire, challenge and engage others with professionalism and a sense of humour.		
Able to motivate oneself and others to achieve agreed aims.	X	
Flexible/Adaptable approach considering the views and advice of others.	X	
Confident decision-maker based on informed judgments.	X	
Welcomes professional challenge and accountability.	X	
Committed to equality and inclusion.	X	
Secure understanding of the distinctive nature of the Catholic school and Catholic education	X	
Understanding of leadership role in spiritual development of pupils and staff		X
Experience in leading acts of worship in Catholic schools		X
Ability to articulate and share a vision of primary education within the context of the mission of the school		X
Ability to inspire and motivate staff, pupils, parents and governors to achieve the aims of Catholic education		X