



**Federation of St Anne's and St Martin's Catholic  
Primary Schools**

**Learning to live by faith and to be known by love**



# **Head of School at St Martin's Catholic Primary School. Job Description**

*This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. The governors wish to appoint a practising Catholic who can show by example and from experience that he or she will work with the headteacher to ensure that the school is Catholic in all its aspects. The appointment is subject to the current conditions of service for deputy headteachers contained in the School Teacher's Pay and Conditions document and other current education and employment legislation.*

**Job Title: Head of School with 0.4 Class Responsibility**

**Pay Scale: Leadership Scale 2- 8**

## **Job Purpose:**

In addition to 0.4 class teacher responsibilities, the Head of School will support the Executive Headteacher in leading the school to provide high-quality education within a Catholic context. The role includes responsibility for operational leadership, curriculum development, teaching and learning, pastoral care, staff development, and school improvement.

## **Dimensions:**

### **1. Catholic Ethos and Community Engagement**

- Promote and develop the Catholic ethos at St. Martin's.
- Work with the Diocese, parishes and others to create a shared culture and positive climate that reflects the mission of the Church in education.
- Foster the development of a positive and supportive ethos for academic and social learning.
- Regularly lead whole school assemblies.
- Promote and develop a partnership with parents which recognises the worth of their contribution to their child's education.
- Create and maintain an effective partnership with parents to support and improve pupils' achievement and personal development.
- Develop and encourage good relations between schools in the Federation and the wider school communities, drawing upon the strengths and expertise of all groups of staff and governors.
- Encourage Federation inter-school links and events of mutual benefit to children.
- Co-ordinate and oversee the organisation of school partnerships, international and local.

### **Strategic Leadership and School Improvement**

- Deputise in the Executive Headteacher's absence.
- Deputise for the Executive Headteacher at whole school events/meetings when required to do so.
- Support the Executive Headteacher in the drive for excellence and to strive so every child can achieve their potential.
- Think strategically and creatively to develop school improvement plans.
- Set high standards and articulate foci for improvement.
- Challenge underachievement.
- Be prepared to challenge underperformance and hold staff to account.
- Work alongside the Executive Headteacher to oversee all aspects of organisation to ensure that school policies and practices are being delivered.
- Work closely with the Executive Headteacher and with the Chair and members of the Governing Body as appropriate and build and sustain a positive working relationship.

- Provide information and support to the Executive Headteacher and to the Governing Body and advice based on a well-grounded and practical knowledge of the school on a day-to-day basis.
- Present a coherent and accurate account of the school's performance in forms appropriate to a range of audiences, including governors, LA, local community, OFSTED and others.
- Work with the Executive Headteacher to ensure that the school staff and governors collect, receive and use performance data to support school improvement and raised levels of achievement.
- Work with the Executive Headteacher to update termly the Self Evaluation Form (SEF), to update the school development plan and to collect evidence to support judgments made in evaluating the school's success and future priorities.
- Produce and present reports as required which will be shared and discussed at termly full governing meetings.
- Provide information and advice to the Executive Headteacher, and to the Governing Body, information which has been gained from their role of managing and leading the school on a day-to-day basis.
- Monitor the raising of pupils' standards of achievement and attainment.
- Ensure that all those in the school are committed to its aims and motivated to achieve them to ensure the educational success of the school.
- Budget: To manage and account for any relevant budgets delegated.

### **Curriculum, Teaching and Learning**

- Organise and implement the curriculum and its assessment; monitor and evaluate impact.
- Lead on teaching and learning and be an exemplar model to other teachers.
- Be a leader of learning.
- Be an exemplary leader of a core area of the curriculum and be an example to other teachers.
- Encourage new developments in the curriculum and capitalise on local and national initiatives where appropriate and beneficial to the children and the core purpose of the school.
- Monitor and evaluate the quality of teaching and standards of learning and achievement of all children; coach, mentor and advise to improve future practice of teachers.
- Support and contribute to the school's system for the review and evaluation of teaching and learning.

- Lead and support staff in the management and development of their curricular responsibilities to promote high quality teaching and learning.

### **Staff Leadership and Professional Development**

- Lead, support, motivate and direct teaching staff in your role as Head of School.
- Conduct performance management with teachers and set challenging targets.
- Monitor the effectiveness of subject leaders and provide feedback to improve future performance.
- Support the management of change and monitor and evaluate its impact.
- Play a major role in the professional development of staff and in the management of INSET.
- Oversee the induction process of new teachers and pupils.
- Maintain an up-to-date knowledge of local and national initiatives by participating in relevant CPD.
- Carry out any other tasks reasonably directed by the Executive Headteacher.

### **Pastoral Care, Behaviour, and Professional Conduct**

- Oversee pastoral care, personal development, and general behaviour in the school.
- Maintain confidentiality and support the Executive Headteacher.
- Display a high standard of professional behaviour and integrity at all times.
- Promote self-respect and respect for others, seeking to foster all individuals' abilities and recognising that the needs of one individual are not identical to those of another.

### **Partnership**

- Work with the Archdiocese of Birmingham, Parish of St Michael's, Sonning Common and others to create a shared culture and ethos that reflect the mission and the teachings of the Catholic Church.
- Develop and encourage close and effective working partnerships with parents and carers.
- Develop and encourage mutually supportive working relationships with relevant external agencies including Children Service, SEND services and health professionals partnerships with schools in the Reading Catholic Cluster.

### **Professional Development and Safeguarding**

- Undertake training and other learning activities as required to ensure continuing professional development.
- Contribute to the overall aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil the School Development Plan.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security, and confidentiality, reporting all concerns to an appropriate person to ensure pupils' wellbeing.

### **Equality and Diversity**

- Enable all children to access the national curriculum as independently as possible.
- Promote a fair and diverse learning and play environment for all children.
- Promote self-respect and respect for others and support inclusive practices.