Diocese of Leeds

**Head of School Job Description**

ST PHILIP’S CATHOLIC PRIMARY AND NURSERY SCHOOL

**Introduction**

St Philip’s Catholic Primary school is a voluntary aided Primary and Nursery School with a religious character. Their Memorandum and Articles state that they are part of the Catholic Church and are to be conducted as Catholic schools in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Leeds. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

In our Catholic schools, professional leadership is provided in the context of a community rooted in the Catholic Faith recognising a joint responsibility across all schools. Thus it is an essential requirement that applicants have a deep rooted, strong, personal faith and recognise the opportunities and challenges facing Catholic education as a vibrant part of the mission of the Church in education. The Governing Board and the Diocese acknowledge the importance of the role of the Catholic leaders and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate. The core purpose of the headteacher of any school is to provide professional leadership and management. In an Executive Headship leadership structure, the Head of School takes on those responsibilities on the school site on a day to day basis but consults and reports to the Executive Headteacher who has the final decision making responsibility.

In a Catholic school, the search for excellence is given expression in learning and teaching which responds to the needs and aspirations of its pupils and acknowledges their individual worth as made in the image and likeness of God. The leaders share responsibility for the mission of the school and the wider diocesan educational system and as such is therefore called to work in collaboration with parents, priests, parishioners, diocesan officers and colleagues and agencies such as CAFOD, Catholic Care and Youth Ministry as and when appropriate. In a Catholic school, the role of the headteacher is one of leadership of a learning community rooted in faith. The leadership must take Christ as its inspiration. The leader’s management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God. The discharge of this role requires a significant theological insight and vision of the development of this Catholic school.

This appointment is with the Governing Body of St Philip’s under the terms of the Catholic Education Service contract to be signed. The Governing Body will appoint a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all aspects. The appointment is subject to the current conditions of service for school leaders (Deputy Headteachers) contained in the School Teachers’ Pay and Conditions document and other current education and employment legislation. In carrying out his/her duties the head of school shall consult the Executive Headteacher as required by the latter and develop strong relationships with the Governing Body, the Local Authority, the staff of the school, the parents of its pupils, the parishes served by the school and other local Catholic schools where necessary.

The Head of School will promote and support the vision and Catholic mission of either St Philip’s by providing the day-to-day leadership that will enable it to build success and provide high quality education for its children. The Head of School leads and manages the school on a day-to-day basis and is the first point of contact for all stakeholders and external agencies in matters relating to the school. The Head of School will be an ambassador for the school and will promote and raise its profile in the local and wider community.

The Executive Headteacher will have overall and strategic responsibility for both St Philip’s and Holy Family who are a partner school and will support and advise the Head of School in each school and is their line manager.

**Key Responsibilities:**

The Head of School will continue to raise standards of achievement, be responsible for all day-to-day management of the children, staff, adult users, resources and buildings so as to promote and secure the achievement and well-being of all children and adults. The Head of School will work with the Executive Headteacher, senior leaders and Governing Body to provide an environment in which all staff and children are enabled to achieve success and to build towards achieving their potential.

In order that this is to be achieved the Head of School will have a key part in ensuring the effective management of children’s behaviour by actively promoting good behaviour, supporting staff, parents and carers in promoting good behaviour in all children and ensuring that all children and adults are enabled to succeed in school without hindrance or disruption.

The Head of School will be responsible on a day-to-day basis for the internal organisation, management and control of the school. In carrying out their duties the Head of School will consult and liaise with and work in partnership with the Executive Headteacher. They will consult, as appropriately, with the Governing Body, the staff of the school, the pupils and the parents and carers of its pupils.

Staff are seen as the major resource in achieving the school’s success. The Head of School therefore has the major role of effectively managing, encouraging, developing and supporting staff and actively and visibly demonstrating their responsibility towards them. The Head of School will need to be able to share their Catholic Faith with a range of colleagues who may or may not be Catholic themselves. The Head of School will be closely involved with the Executive Headteacher in recruiting, retaining and deploying staff appropriately so that the goals and targets for the school can be achieved.

**The Head of School will report to and be under the line management of the Executive Headteacher. They will be supportive of the Executive Headteacher and work with them in the following ways reflecting National Leadership Standards.**

**Qualities and knowledge**

* Hold and articulate clear values and moral purpose based on Christian values, focused on providing a world class education for the pupils they serve modelled on the school’s mission statement.
* Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, governors and members of the local community.
* Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own strong faith, scholarship, expertise and skills, and that of those around them.
* Sustain wide, current knowledge and understanding of Catholic education and school systems locally, nationally and globally, and pursue continuous professional development.
* Work with political and financial astuteness, within a clear set of principles centred on the school’s mission, ably translating local and national policy into the school’s Catholic context.
* Communicate compellingly the school’s Catholic mission and drive the strategic leadership, empowering all pupils and staff to excel.
* Demonstrate an experience of working alongside clergy and faith leaders to prepare pupils for a faith journey and sacramental life.

**Pupils and Staff**

* Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils’ outcomes and the need for all to live life to the full through their established Catholic faith.
* Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils’ well-being following the requirements of the Bishop.
* Establish an educational culture of ‘open classrooms’ as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis. Create a strong Catholic ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
* Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning and high quality Catholic leadership.
* Hold all staff to account for their professional conduct and practice.

**Systems and process**

* Ensure that the school’s systems, organisation and processes are well considered, efficient and support the mission of the school, upholding the principles of transparency, integrity and probity.
* Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
* Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
* Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to ensure the Catholic ethos of the school, set school strategy and hold the headteacher to account for pupil, staff and financial performance but importantly to promote high quality Catholic education.
* Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils’ achievements and the school’s sustainability.
* Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

**The self-improving school system**

* Create outward-facing schools which work with other Catholic schools, schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils. Supporting others without being judgemental and welcoming support where necessary.
* Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
* Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self improving schools.
* Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
* Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
* Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people’s lives and to promote the value of education.

**Child Protection**

* Ensure that the child protection policies and procedures adopted by the trust board are fully implemented and followed by all staff
* Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively

Delegated Specific Responsibilities of this post include: ***To be Considered***

* Monitoring and improving teaching and learning
* Pupil Attendance
* Safeguarding
* H&S of the school site
* Support for SEN/Pupil Premium
* Supporting parents