



Our Lady of Muswell

Catholic Primary School

www.ourladymuswell.haringey.sch.uk

One community Love of Learning Making time for God

Head Teacher Job Description

The core purpose of this role is to provide professional leadership and management for Our Lady of Muswell (OLM) Catholic Primary School, ensuring the highest quality education that realises the potential of all our children.

Central to this is promoting and sustaining the Catholic identity of the school. The Head Teacher will ensure that the educational vision and values for the school takes account of the school's Catholic mission and of the diversity, values and experiences of the school and the community it serves.

This job description reflects the National Standards of Excellence for Head Teachers (2020). These standards are, in turn, built upon the Teaching Standards (2020) which apply to all teachers, including Head Teachers.

Our Lady of Muswell Catholic Primary School is committed to safeguarding and promoting the welfare of our children. The Head Teacher must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection.

Main purpose

- Working with the governing body and others, draw on the person, life and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff and all other members of the community. The vision should explore Gospel values, core educational values and moral purpose and be inclusive of stakeholders' values and beliefs
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Establish and oversee systems, processes and policies so the school can operate effectively
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively
- Secure the commitment of the wider community to the school by developing and maintaining effective partnerships with, schools, other services and agencies for children, parishes, the diocese and the local authority

The Head Teacher will:

School Culture

- Establish and sustain the OLM ethos and strategic direction, in partnership with those responsible for governance
- Ensure that the culture at OLM is one where pupils experience a positive and

enriching school life

- Uphold ambitious educational standards which prepare our pupils from all backgrounds for their next phase of education and life
- Promote positive and respectful relationships across the OLM school community, and a safe, orderly and inclusive environment
- Ensure a culture of high staff professionalism where all staff are held to account for their professional conduct and practice

Whole-school organisation, strategy and development

- Oversee and evaluate systems, processes and policies that enable our school to operate effectively and efficiently
- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to our school's context
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

Quality of Education

- Ensure that high-quality, expert teaching across all subjects and phases is in place at OLM. This should be built on an evidence-informed understanding of effective teaching and how pupils learn
- Ensure that teaching at OLM is underpinned by high levels of subject expertise
- Ensure the teaching of a broad, structured and coherent curriculum at OLM is in place with all children receiving their full entitlement
- Ensure the diocesan policy for Religious Education is fulfilled at OLM.
- Ensure high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church
- Ensure quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purpose and aims of the school
- Ensure effective curriculum leadership is in place at OLM and that leaders have relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum

Additional and special educational needs (SEN) and disabilities

- Promote a culture and practices at OLM which enable all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Ensure that OLM works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Ensure that OLM fulfils statutory duties regarding the SEND Code of Practice

Management of staff and resources

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of the duty of care
- Ensure that the school's systems, organisation and processes are well-considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity within our Catholic context
- Lead, manage and develop the OLM staff members, including appraising and managing their performance. This will include addressing any under-performance, supporting staff to improve and valuing excellent practice and showing due attention to their workload
- Develop clear arrangements for linking appraisal to pay progression and advise the governing board on pay recommendations for teachers
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- Organise and deploy resources within the school
- Ensure staff are deployed and managed well with due attention paid to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk

Professional development

- Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs and actively promote the participation of all OLM staff in relevant CPD
- Take responsibility for her/his own Continuing Professional Development, engaging critically with Education research

Governance and Accountability

- Establish and sustain professional working relationship with those responsible for governance, having a full understanding of the role of effective governance
- Ensure that staff know and understand their professional responsibilities and are held to account
- Ensure that OLM school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

Qualities - Ethics and professional conduct

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct attitudes towards our pupils and staff, and towards parents, governors and members of the local church and wider community
- Ensure the whole school ethos and vision promotes excellence, equality and high expectations of all, empowering all our children and staff to excel, and permeating school life enabling everyone to work collaboratively, and to feel valued
- Build positive and respectful relationships with all members of the OLM community rooted in mutual respect whilst observing proper boundaries appropriate to the position
- Serve in the best interests of the OLM pupils at all times

- Work with financial astuteness, within a clear set of principles centred on our Catholic vision, ably translating local, national and diocesan policy into our school's context
- Show tolerance of, and respect for, the rights of others, recognising differences and respecting cultural diversity
- Uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Know, understand and act in line with the relevant statutory frameworks which set out their professional duties and responsibilities.
- The Head Teacher will be required to safeguard and promote the welfare of children and young people and champion equality objectives

Please note that this is illustrative of the general nature and level of responsibility of the role at OLM. It is not a comprehensive list of all tasks that the Head Teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Head Teacher - Person Specification

The pupils, staff and governors wish to appoint a high calibre individual who can demonstrate the qualifications, personal attributes, and other criteria listed below.

Candidates should address these selection criteria in the application form and the supporting statement, as they will help determine who is shortlisted for interview.

It is essential to demonstrate an up-to-date understanding of safeguarding and child protection requirements.

Key Areas	
<u>Education and Qualifications</u>	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Practising committed Catholic • First Degree / teaching certificate and Qualified Teacher Status • National Professional Qualification for Headship (NPQH) or willingness to undertake the qualification • Recent professional development relevant to senior leadership • Understand the distinctive nature and purpose of Catholic education and is committed to maintaining and developing the Catholic ethos of the school <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Holds the Catholic Certificate in Religious Studies (CCRS) or its equivalent, or be engaged in a course of study to achieve it or be willing to undertake it
<u>Experience</u>	<ul style="list-style-type: none"> • An understanding of the Catholic curriculum and the requirements of the RE Curriculum Directory • Successful senior leadership and management in a school • Experience of working in partnership with governors including participation at governor meetings • Successful and relevant experience of teaching across a range of key stages • Direct involvement in school self-evaluation and development planning • Experience of development and implementation of the School Improvement Plan • Experience of effectively managing staff and supporting their professional development • Proven skill and experience of analysing and understanding of the use of assessment data in school and the role it plays in school improvement • Experience of effective leadership of curriculum development • Experience of working with colleagues to improve pedagogical practice and outcomes

	<ul style="list-style-type: none"> • Maintaining and develop effective relationships with parents and carers
<u>Skills and Knowledge</u>	<ul style="list-style-type: none"> • An understanding of school budgeting and the skills to balance resources effectively • An understanding of the expectations with regards to health and safety in a school setting • Up to date knowledge of child protection procedures and commitment to safeguarding (ideally with experience as a DSL) • Current knowledge and understanding of all 3 key stages in the primary phase including OFSTED expectations • Excellent organisational skills • Ability to exemplify how the needs of all pupils can be met through high quality teaching • Data analysis skills, and the ability to use data to effectively monitor, evaluate and review standards
<u>Leadership and Management</u>	<ul style="list-style-type: none"> • Ability to communicate a vision and inspire others • Ability to ensure that there is accountability for all staff • Ability to lead and manage change • Understanding of the need for a strategical overview of the school • Proven ability to work successfully with all stake holders and external agencies • Up to date understanding of the local and national educational situations
<u>Personal Qualities</u>	<ul style="list-style-type: none"> • Effective communication and interpersonal skills with a wide range of adults • Ability to develop, model and encourage positive relationships • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Acts with integrity and compassion • Approachable whilst maintaining professional boundaries