



Job Description: Headteacher

**Grade:** L18-L24

**Date effective:** September 2023

**Reports to:** Governing Board

### **JOB PURPOSE:**

To lead, manage and develop the school in consultation with the governing body, in order to provide a Catholic, Christian educational community in which all are enabled to achieve their highest potential. To nourish a happy, safe and supportive school community in which every individual is welcomed, valued and respected for being unique. We inspire a search for excellence by offering the best possible learning environment. We provide a Christ-centred education, helping our children to develop and grow in faith and teaching them to promote the Gospel values of love of neighbour, fairness and forgiveness, both in school and in the wider community.

### **RESPONSIBLE TO:**

The Headteacher is an employee of the governing body and is required to carry out professional duties as detailed in this job description and in Canon Law, [the Trusts Deed and Instrument of Government] for the school and, where applicable, those set out in the current School Teachers' Pay and Conditions Document.

In carrying out duties the Headteacher will consult and develop good relationships and communications with the pupils, parents and carers, staff, and Governing Body of the school; the LA, Ofsted, DfE and the diocese.

### **STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL**

The strategic direction and development of the school stems from the educational mission of the Church, which is reflected in the schools' mission statement, the school's development and improvement plan and all policies and procedures.

**Responsibilities:**

- ensure the vision for the school is clearly articulated, shared and promoted and translated to the school curriculum, culture, practice and outcomes
- work with the diocese, parishes (in particular, Lee Parish) and others to create a shared culture and positive climate that reflects the mission of the Church in education
- develop policies that ensure that aims and objectives fulfil the requirements of legislation, the curriculum and the requirements of Ofsted reports
- work with the governing body in forming educational aims and objectives, targets, outcomes and policies for implementation
- develop the school's development and improvement plan to promote and sustain ongoing improvement and ensuring systems are in place for tracking and raising attainment
- ensure that strategic planning is based on the governing body's policies and takes account of the diversity, values and experiences of the school and wider community and the mission of the Church in education
- work with, motivate and inspire others to ensure creativity, innovation and quality, including appropriate use of technology, achieving excellence and nurturing human wholeness
- determine and ensure the implementation of a policy for the pastoral care of pupils
- lead and promote a pastoral care policy to support the social, emotional and personal development needs of pupils

**Leading, Teaching and Learning**

In the Catholic school, the search for excellence is expressed in learning and teaching which responds to the needs and aspirations of all its pupils and acknowledges their individual worth as children of God.

- in consultation with the governing body, develop curriculum policies and practices that meet statutory requirements, are relevant to the aptitude and stages of development of all pupils, including those with SEN, and provide for the spiritual, moral, cultural, social and emotional development of all pupils
- determine and implement a diverse, flexible and inspiring curriculum and to implement an effective assessment framework



- develop systems to evaluate individual pupil progress to improve learning and teaching, to motivate pupils, inform parents and challenge staff, including through the use of new technology
- ensure diocesan policies on Religious Education, Relationship & Sex Education (RSE) and prayer & liturgy are implemented
- monitor, evaluate and review teaching practices and develop and promote improvement strategies
- identify excellent practice in teaching and disseminate to develop practice across the school
- challenge underperformance at all levels and ensure effective remedial action
- implement strategies to secure high standards of behaviour and attendance
- develop an extended school programme providing high quality opportunities for pupils and staff to pursue learning outside of the classroom setting

### **Leading and Managing Staff**

In a Catholic school the role of the headteacher is one of leadership of a learning community rooted in faith. Christ is the inspiration for the headteacher's leadership. The headteacher's management of staff should demonstrate and awareness of their unique contribution of individuals, valued and loved by God.

### **Responsibilities:**

- assist the governing body in determining the staffing structure for the school
- develop and maintain effective strategies for recruitment, induction, professional development and appraisal of staff, having regard to diocesan guidance and advice
- identify and determine the professional development needs of the staff team and ensure that high quality professional learning opportunities are provided that motivate staff and lead to excellent educational provision for all children
- treat all staff fairly, equitably and with dignity by acknowledging their contributions and praising success
- ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and responsibilities



- develop and maintain a culture of high expectation for self and others and take appropriate action where necessary
- review own practice regularly, set targets and take responsibility for self-development and maintain personal knowledge and skills as an educational leader and teacher by engaging in professional learning opportunities
- have regard to the work/ life balance of members of staff

### **Managing the organisation**

In the Catholic school, the deployment of staff, finance, material resources and time should be done to promote the common good in achieving the outcomes identified in the development/ improvement plan

### **Responsibilities:**

- implement policies and procedures of the governing body to create an organisational structure which reflects the school's Catholic Christian values and enables the management systems, structures and processes to work effectively in compliance with statutory requirements
- take responsibility and account for the financial and material resources which are delegated to the Headteacher
- ensure the use of all resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and to secure value for money
- use new technology to improve the effective use of resources
- advise governors on setting the budget in order to achieve the objectives in the school's improvement plan
- manage the schools' financial and human resources effectively to achieve the school's educational goals and priorities including ensuring that funding and staffing match educational priorities
- manage and organise the school environment effectively and efficiently to ensure that it meets the needs of the curriculum, health and safety regulations and reflects the distinctive nature of the Catholic school
- ensure stewardship of the buildings and the grounds in relation to diocesan requirements and positively encourage care of the school



buildings and environment so that they provide a welcoming, comfortable, safe and stimulating work environment

- provide a safe and secure environment for all who visit or work in the school

### **Accountability**

In the Catholic school the Headteacher fulfils their responsibilities in accordance with its Instrument of Government. The Headteacher supports the governing body in fulfilling its responsibilities under Canon Law to the diocese and in accordance with English law.

### **Responsibilities:**

- fulfil contractual commitments in relation to the governing body including attendance at governing body meetings, reporting to the governing body as required and assisting it with work as needed
- develop and maintain positive relationships with parishes (in particular, Lee Parish), the wider Catholic community, other Catholic schools and other schools in the area
- recognise the authority of the Archbishop in relation to the provision of Catholic education in the diocese and to work with diocesan authorities to provide them with such information as they require
- develop a Catholic ethos enabling all to work collaboratively, share knowledge and understanding, celebrate success and share responsibility for outcomes
- ensure individual staff responsibilities are clearly defined, understood and agreed and are subject to review and evaluation
- develop and present a coherent, understandable and accurate account of the school's performance, collective progress and achievements to a range of audiences, including parents and carers, governors, the diocese and the local authority
- provide opportunities for parents and carers to have dialogue and meetings with staff in the school to support their children's learning
- ensure that parents receive regular information about:
  - the school curriculum



- the progress and achievement of their children
  - other matters affecting the school so as to promote common understanding of its aims and values and to develop, promote and involve parents in a partnership with the school in the education of their children.
- create and maintain effective relationships with parents; encourage parents to take an active part in their child's education
  - liaise with other agencies as appropriate
  - ensure accurate and up to date records are maintained to satisfy safeguarding regulations
  - reflect on own personal contributions to school achievement and to take account of feedback from others

### **Strengthening community**

In a Catholic school the Headteacher shares responsibility for the mission of the school and the wider diocesan educational system and is therefore called to work in collaboration with others including parents, clergy, religious officers, diocesan officers, colleague Headteachers and agencies set up by the Catholic Bishops' Conference of England and Wales, as and when appropriate.

### **Responsibilities:**

- build a school culture and curriculum which takes account of the richness and diversity of the school's communities, rooted in the Catholic Christian faith
- create and promote positive strategies for challenging all types of prejudices and discrimination
- liaise, where appropriate, with offsite learning providers to ensure an appropriate curriculum relevant to individual needs and aspirations
- seek opportunities to invite parents, past pupils, community figures, business and other organisations into the school to enhance and enrich the school and its value to the wider community
- contribute to the development of the education system by, for example, sharing good practice, working partnership with other schools and promoting innovative initiatives, especially with other diocesan schools;



- promote and develop the good reputation of the school within local and wider communities

No job description can account fully for all tasks needing to be performed by a headteacher and as such the contents of this document should not be seen as exhaustive. The headteacher will be required to carry out such duties as may reasonably be required by governors in the conscientious execution of their duty as headteacher.