



## Headteacher



St Mary's Catholic Primary School  
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### JOB DESCRIPTION

#### Main Purpose

##### The Headteacher will:

- Work within the school and parish community to create and promote an educational vision and values for the school which take account of the school's Catholic mission and of the diversity, values and experiences of the school and the community it serves.
- Build a school culture and curriculum based on Gospel values and the teaching of Jesus Christ and the Catholic Church
- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively

#### Qualities

##### The Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school and Trust communities
- Serve in the best interests of the school's pupils
- Commit to the growth of the Trust and engage in all activities to promote Trust Wide developments

#### Duties and Responsibilities

#### School Culture and Behaviour

##### The Headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in line with Trust expectations in order to prepare pupils

from all backgrounds for their next phase of education and life

- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Create a culture of aspiration, achievement and success

## **Teaching, Curriculum & Assessment**

### **The Headteacher will:**

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use both formative and summative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to Trust Wide professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read well

## **Additional & Special Educational Needs (SEN) & Disabilities**

### **The Headteacher will:**

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

## **Managing the School**

### **The Headteacher will:**

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload and wellbeing
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Develop an engaging, safe and sustainable environment in which the pupils can excel

## **Professional Development**

### **The Headteacher will:**

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education and maintain significant professional knowledge
- Seek training and continuing professional development to meet needs
- Create a culture of curiosity, enquiry and learning for the whole community

## **Governance, Accountability & Working in Partnership**

### **The Headteacher will:**

- Understand and engage in the role of the Trust Board, reporting to the Board as required on aspects of school performance
- Understand and engage in the role of the Local Academy Committee, reporting to the Board as required on aspects of school performance
- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations both within and outside the Trust
- Maintain working relationships with fellow professionals and colleagues to improve

educational outcomes for all pupils

- Ensure an absolute commitment to the success of the school and to the Trust

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

### Person Specification

<b>Qualifications &amp; Experience</b>	<b>Essential / Desirable</b>
Qualified teacher status	Essential
Degree	Essential
National professional qualification for headship (NPQH)	Desirable
<b>Faith Commitment</b>	
Practicing Catholic	Essential
Involvement in Parish Community	Desirable
<b>Experience</b>	
Successful experience of Headship	Desirable
Successful leadership and management experience in relevant key stages	Essential
Involvement in school self-evaluation and development planning based on a thorough understanding of wide ranging and complex barriers	Essential
Demonstrable experience of successful line management and staff development	Essential
<b>Knowledge &amp; Skills</b>	
Data analysis skills, and the ability to use data to set targets and identify weaknesses	Essential
Previous experience of being a Designated Safeguarding Lead or refined knowledge of the role and responsibilities. Up to date knowledge of Keeping Children Safe in Education and ability to develop a whole school culture around safeguarding	Essential

Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve	Essential
Understanding of school finances and financial management	Essential
Effective communication and interpersonal skills	Essential
Ability to communicate a vision and inspire others	Essential
Ability to build effective working relationships	Essential
Understanding of high-quality teaching and assessment based on evidence, and the ability to model this for others and support others to improve	Essential
<b>Personal Qualities</b>	
Commitment to uphold the 7 principles of public life (the Nolan principles) at all times	Essential
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	Essential
Ability to work under pressure and prioritise effectively	Essential
Commitment to maintaining confidentiality at all times	Essential
Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position	Essential