

Chief Executive Officer: Andrew Truby

Chair of the Board of Directors: Ann Connor OBE

## Headteacher Job Description

### Introduction

The school has been designated by the Secretary of State as a school with a religious character. Its instrument of government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the trust deed of the Archdiocese of Liverpool. At all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post therefore requires 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 its aspects.

This appointment is with the board of the school under the terms of the Catholic Education Service contract signed with the board as employers. It is subject to the current conditions of service for headteachers contained in the *School Teachers' Pay and Conditions* document and other current education and employment legislation. In carrying out his/her duties the headteacher shall consult, when appropriate: the board, the Archdiocese, the local authority, the staff of the school, the parents of its pupils, the parish(es) served by the school and other local Catholic schools, particularly where collaboration or federation is being developed.

Headteachers play a critical role in the Trust and successful candidates will initially be deployed to a specific academy, however may be deployed elsewhere in the Trust, where their skills and experience is needed, in the future.

This job description is based on the key areas identified in the *Headteachers' Standards* published by the Department for Education (2020).

The headteacher reports to the Director of Primary Education, who is the direct line manager.

As part of the St Joseph Catholic Multi Academy Trust team of leaders, headteachers fully support the Trust's mission to transform children's lives and share the ambition that our academies will be high performing in all areas with outcomes in the top 20% of schools nationally. In order to provide a world-class, Catholic education, our headteachers must be high performing individuals who are fully-aligned to our approach. A list of key expectations of SJCMAT headteachers is set out below, however this is not exhaustive.

The SJCMAT headteacher prescribes excellence by:

- Implementing the core expectations for excellence across the academy successfully
- Implementing a robust regular monitoring, evaluation and review cycle
- Ensuring high levels of consistency across the academy in terms of: learning environments, marking and feedback, classroom practice and routines.

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- Ensuring that all teachers meet academy expectation and that many are high performing.

The SJCMAT headteacher develops a high performance culture by:

- Successfully integrating the Trust culture into academy life.
- Inspiring all colleagues to positively engage with the Trust's mission to transform children's lives.
- Ensuring that workload issues are considered carefully and build high performing teams which lead to colleagues reporting high levels of well-being.

The SJCMAT headteacher guarantees access to high quality professional development for all colleagues by:

- Ensuring that all colleagues engage positively with high quality professional development.
- Successfully translating the professional development into practice, leading to a positive impact on staff confidence, effectiveness and expert knowledge.

The SJCMAT headteacher supports the Local Governing Body to provide effective oversight of the academy improvement by:

- Providing timely reports with relevant information to enable the local governing body to hold leaders to account for progress against the academy improvement priorities and outcomes.
- Working closely with the Chair of the LGB to ensure that all governors are fully aligned around the Trust's mission, ambition and philosophy.

The SJCMAT headteacher ensures that the academy's financial strategy supports the educational vision by:

- Successfully using ICFP and CLFP to inform workforce planning, including analysis, developing a 3 year budget and 3-5 year workforce planning.
- Ensuring that the academy operates within robust financial controls, overseeing tight payroll controls, meeting all Trust, DfE and ESFA requirements, acting swiftly upon audit findings and following Trust policies and procedures.

The SJCMAT headteacher ensures that the academy is fully compliant in all areas by:

- Ensuring that all health and safety requirements are fully met.
- Ensuring that compliance testing is up-to-date and remedial actions identified/planned.
- Ensuring that the academy website is fully compliant.

The SJCMAT headteacher supports the Local Governing Body to provide effective oversight of the academy operations by:

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- Providing timely and relevant reports which allow governors to hold leaders to account effectively for compliance in all areas.
- Providing timely and relevant reports which allow governors to monitor the academy's budget, ensuring that spending is within the approved budget and that robust controls are implemented.
- Working collaboratively with governors to ensure that they are engaged with the workforce planning process to ensure that the spending on staffing is at no more than 70% of the budget over the next three years.

The board and the Archdiocese acknowledge the importance of the role of the Catholic headteacher and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

The board and the Archdiocese are committed to safeguarding and promoting the welfare of children and young people and vulnerable adults, and the headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard them. The successful candidate will be required to undergo an enhanced check for regulated activity from the Disclosure and Barring Service.

The core purpose of the headteacher is to set and implement the strategic direction of the school and to provide professional leadership and management to drive achievement of high standards in all areas of the school's<sup>1</sup> work, particularly in ensuring the provision of sustainable outstanding education through the preservation and development of its Catholic character.

The school's objectives relate to the provision of Catholic education and the school is part of the Catholic Church and, as such, is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the trust deed of the Archdiocese of Liverpool. **Therefore, the post of headteacher must be filled by a practising Catholic<sup>2</sup> who can show, by example and from experience, that he or she will ensure that the school is distinctively Catholic in all aspects.**

### Section 1: Ethics and Professional Conduct

Catholic headteachers are expected to demonstrate consistently high standards of principled and professional conduct inspired by Christ and His beatitudes<sup>3</sup> and exemplified by the self-cultivation of virtues, those qualities of character fundamental to the Catholic tradition: faith, hope, love, justice, solidarity, temperance, fortitude and practical wisdom. Catholic headteachers are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

In addition, Catholic headteachers uphold and demonstrate the [Seven Principles of Public Life](#) at all times. Known as the Nolan principles, these form the basis of the ethical standards

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expected of public office holders:

- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- leadership

Catholic headteachers are custodians of Diocesan schools and as such embody the abundant hope the Church has placed in education. Catholic headteachers are entrusted with the task of human formation in conformity with Christ and Church teaching, and so uphold ecclesial and public trust in school leadership and maintain high standards of ethics and behaviour. Both within and outside school, Catholic headteachers:

- build relationships of mutual respect rooted in the belief that all are made in the image and likeness of God<sup>4</sup> and at all times observe proper boundaries appropriate to their professional position
- show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain enabling each person to play their full part in building and sustaining the Common Good.
- uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs understanding that such values are rooted in the Catholic understanding of dialogue<sup>5</sup> and the Church's Social Teaching<sup>6</sup>.
- ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law, but are always orientated to the service of others in light of the Gospel.

As leaders of their Catholic school community and profession, headteachers:

- serve in the best interests of the school's pupils
- conduct themselves in a manner compatible with their influential position in church and society by behaving ethically, fulfilling their professional responsibilities and modelling the virtues of a good citizen of the Kingdom of God.
- uphold their obligation to give account and accept responsibility
- know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities
- take responsibility for their own continued professional development, engaging critically with educational research to further the Church's mission in education
- make a positive contribution to the wider education system within and without the Catholic sector

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## Section 2: Headteacher's Standards

### 1. School Culture

Headteachers:

- establish and sustain a Christ centred vision embodied in the school's Catholic mission, ethos and strategic direction in partnership with the parish and Trust, those responsible for governance and through consultation with the school community and Archdiocese
- create a Christ inspired culture where pupils experience a positive and enriching school life enabling them to flourish
- uphold ambitious educational standards which reflect the distinctive characteristics of Catholic education<sup>7</sup> and which prepare pupils from all backgrounds for their next phase of education and life
- promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment which recognises an individual's dignity as made in the image and likeness of God
- ensure a culture of high staff professionalism rooted in mutual respect, subsidiarity and the pursuit of excellence

### 2. Teaching

Headteachers:

- establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains and demonstrate how each discipline and domain contributes to the Christian vision of human flourishing to live life to the full.<sup>8</sup>
- ensure effective use is made of formative assessment

### 3. Curriculum and Assessment

Headteachers:

- ensure a broad, structured and coherent curriculum entitlement rooted in the distinctive characteristics of Catholic education which sets out the knowledge, skills, values and virtues that will be taught
- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional and Diocesan networks and communities

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- ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

#### 4. Behaviours

Headteachers:

- establish and sustain high expectations of behaviour for all pupils, rooted in love, justice and reconciliation and built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- ensure high standards of pupil behaviour through the promotion of the virtues and courteous conduct in accordance with the school's behaviour policy
- implement consistent, fair and respectful approaches to managing behaviour
- ensure that adults within the school lead by example and model and teach the virtues characteristic of a good citizen

#### 5. Additional and Special Educational Needs and Disabilities

Headteachers:

- ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities in light of the principles of Catholic social teaching<sup>9</sup>
- establish and sustain ethos, culture and practices rooted in the distinctive characteristics of Catholic education that enable pupils to access the curriculum and learn effectively
- ensure the school works effectively in partnership with parents, carers, parish and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- ensure the school fulfils its statutory duties with regard to the SEND code of practice

#### 6. Professional Development

Headteachers:

- ensure staff have access to high-quality, sustained professional development opportunities in all key and distinctive aspects, aligned to balance the priorities of whole-school improvement, team and individual needs

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- prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including Diocesan and nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

## 7. Organisation Management

Headteachers:

- ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds reflecting the school's Catholic mission
- ensure staff are deployed and managed well with due attention paid to workload
- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently and that are rooted in a clear understanding of the Church's mission in education
- ensure rigorous approaches to identifying, managing and mitigating risk

## 8. Continuous School Improvement

Headteachers:

- 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 the school's Catholic context
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

## 9. Working in Partnership

Headteachers:

- forge constructive relationships beyond the school, working in partnership with parents, carers, the parish, Trust, Archdiocese and the local community
- commit their school to work successfully with other Catholic schools and other schools and organisations in a climate of mutual challenge and support

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- establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

## 10. Governance and Accountability

### Headteachers:

- understand and welcome the role of effective governance, rooted in strategic stewardship of the Catholic mission in education, upholding their obligation to give account and accept responsibility
- establish and sustain a professional working relationship with those responsible for governance which is inspired by a Christ centred vision of human formation
- ensure that staff know and 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

*Based on the 2020 DfE Headteachers' Standards published to articulate the additional responsibilities of headship in addition to the requirements of the teachers' standards but reflecting the ethos of the Catholic school and the vocational role of a Catholic headteacher in upholding the mission of the Church*