







Mission Statement

“A Caring Christian Family Where We Grow Together”

SCHOOL HEADTEACHER/PRINCIPAL JOB DESCRIPTION

Effective Date: 16/05/2018

Review Date: September 2022 Biennial

Review Date	Signed Principal/Headteacher	Signed Executive Headteacher
May 20		
30/09/2020		

Persons Responsible for Policy:	Executive Headteacher RCSAT
Approval Date	16/05/2018
Signed:	Chair of Directors RCSAT
Signed:	Executive Headteacher RCSAT

1. Rationale & Purpose

- 1.1. The terms Principal and Headteacher are synonymous and refer to the person in charge of a school within RCSAT.
- 1.2. The role of Principal is crucial to the rapid improvement of schools in the Trust. The Principal is responsible and accountable for all standards in his/her school, for ensuring that all pupils are safe and happy and for astute financial management of the school budget.
- 1.3. The Principal shall ensure that the school's values align to those of RCSAT and shall develop and build a strong individual ethos rooted in the context and community of the school.
- 1.4. The Principal shall inspire staff to achieve the highest possible standards in teaching and learning and develop well-rounded and ambitious pupils.
- 1.5. The Principal shall report to the Executive Headteacher on all matters that relate to the operation and performance of the school. Communications shall be timely and appropriate to the importance of the matter.

2. Main Duties and Responsibilities

The Principal shall undertake all necessary actions within the school to manage the following topics and issues appropriately:

2.1. Safeguarding

- 2.1.1. Ensure that safeguarding is a priority in all aspects of the school and for the whole school community.
- 2.1.2. Carry out and adhere routinely to all appropriate safeguarding procedures and processes in terms of recruitment, record keeping and staff and pupil behaviour.
- 2.1.3. Report any significant safeguarding issues that occur at the school to the Executive Headteacher as soon as practicable, so that appropriate action can be taken.
- 2.1.4. **Report each term on safeguarding to Executive Headteacher and RCSAT Board of Directors.**

2.2. Teaching and Learning

- 2.2.1. Take responsibility for ensuring the highest standard of teaching and learning and consequent achievement and progress at the school.
- 2.2.2. Ensure that the progress of the pupils at the school is monitored, evaluated and effectively recorded.
- 2.2.3. Analyse and use available school based and comparative data to assist in raising teaching standards.
- 2.2.4. Undertake regular monitoring activities in order to prioritise improvements. Monitor and evaluate the standards of teaching and learning in the school and ensure that proper standards of professional performance are established and maintained.
- 2.2.5. Review pupil achievement and progress information regularly across all year groups and for all groups of pupils to ensure your clear understanding of the quality of teaching and learning across the school.
- 2.2.6. Work with the staff to develop, organise and implement an appropriate curriculum for the school taking into account the needs, experience, interests, aptitudes and stage of development of the pupils and the resources available to the school.
- 2.2.7. Promote and champion equality, Christian and British values in all aspects of the school's work.
- 2.2.8. Report each half term on teaching and learning standards to the Executive Headteacher.

2.3. School Operation

- 2.3.1. Ensure the smooth running and operation of the school on a day to day basis.



- 2.3.2. Using regular, precise and rigorous self-evaluation (SEF), devise and implement a clear strategic plan for school improvement (SIP) in line with RCSAT values with the support of the Executive Headteacher, leading activity to ensure these are delivered effectively.
- 2.3.3. Arrange for a suitable person to assume responsibility for the discharge of necessary responsibilities at any time when unavailable.
- 2.3.4. Report each term to the Executive Headteacher on all aspects of school performance, school self-evaluation and school improvement planning.

2.4. Pupil Development and Assessment

- 2.4.1. Ensure the implementation of accurate and regular assessment of pupil progress by teachers and the analysis of this data by core subject team/faculty/subject leaders.
- 2.4.2. Promote and champion the importance of strong progress and achievement by disadvantaged pupils and those pupils with special educational needs and/or disabilities; creating an accountable, safe and positive learning environment in which diversity and co-operation are celebrated.
- 2.4.3. Ensure the maintenance of good order and discipline during the school day, when pupils are present on the school premises or engaged in authorised school activities on and off school premises.
- 2.4.4. Report each half term to the Executive Headteacher on all aspects of school and pupil performance.

2.5. Staff development and Well-being

- 2.5.1. Encourage, support and coach middle and senior leaders, whilst holding them robustly to account. Develop a culture of coaching and peer support to enable teachers and staff to develop professionally and enable the children and community to succeed.
- 2.5.2. Provide a role model of consistency, integrity, drive and purpose for all staff and students.
- 2.5.3. Provide the strongest example of teaching and act as a role model to other staff.
- 2.5.4. Participate in the selection and appointment of the teaching and non-teaching staff of the school in consultation with the Executive Headteacher.
- 2.5.5. Deploy and manage all the teaching and non-teaching staff of the school and allocate particular duties to them in a manner consistent with their conditions of service and the need to ensure a proper work/life balance.
- 2.5.6. Ensure that the teachers at the school receive the information they need to carry out their professional duties effectively.
- 2.5.7. Supervise and participate in arrangements for the appraisal of the performance of teachers.
- 2.5.8. Ensure that newly qualified teachers and those returning to work after a break in service have access to adequate support and training in their first year of service or resumed service.
- 2.5.9. Exercise responsibility for the supervision and training of teachers during their induction periods.
- 2.5.10. Manage the threshold assessment process fairly and undertake the assessment of any eligible teacher who requests it in consultation with the Executive Headteacher.
- 2.5.11. Work to identify opportunities for continuing professional development including in house courses, external courses and job-related training.
- 2.5.12. Ensure the welfare, wellbeing, work/life balance and motivation of all staff in the school.
- 2.5.13. Ensure that cover is provided for absent teachers, taking account of conditions of service and the availability of supply teachers.
- 2.5.14. Ensure that all teachers at the school receive the information they need to carry out their professional duties effectively.



- 2.5.15. Provide regular updates to the Executive Headteacher, on staffing and management matters.

2.6. RCSAT, Governors and Community

- 2.6.1. Forge productive and outward-facing links with external organisations and providers to enhance provision in the school and RCSAT.
- 2.6.2. Liaise closely with other schools in RCSAT to share and benefit from best practice.
- 2.6.3. Demonstrate commitment to school to school support across RCSAT.
- 2.6.4. Ensure positive relationships with parents and the school community, Church leaders, councillors, RCSAT Directors and community leaders.
- 2.6.5. Deliver, as required, high quality presentations to Directors, Governors and Senior Trust leaders to inform about progress at the school.
- 2.6.6. Report in a timely way to the Executive Headteacher on all aspects of school / community relations.

2.7. Resources

- 2.7.1. Work with the Executive Headteacher to allocate, control and account for the financial and material resources of the school.
- 2.7.2. Take responsibility for the organisation and management of staff within the school in accordance with statutory guidance on school teachers' pay and conditions.
- 2.7.3. Ensure the effective security, supervision and maintenance of school buildings, their contents and the school estate through liaison with the Site Manager.

2.8. Managing people in the community

- 2.8.1. Make and maintain arrangements for parents to be given regular information about the school curriculum, the progress of their children and other matters affecting the school, so as to promote common understanding of its aims.
- 2.8.2. Work with children, parents, Governors, the local community and other stakeholders to ensure that they contribute to the evaluation of the school.
- 2.8.3. Maintain liaison with other schools and further education establishments with which the school has a relationship.
- 2.8.4. Recognise and support the work of the PTA in supporting school initiatives.
- 2.8.5. Identify and offer opportunities for approved volunteers to support the work of the school in terms of curriculum and extra-curricular activities.

