



St Edmund's Catholic School

JOB DESCRIPTION: Senior Leader



The School Mission Statement

*I can do all things with the help of God who strengthens me.
(Philippians 4:13)*

Name:

1. General Responsibilities – Leadership Team

The Senior Leader, working with the Headteacher and Governing Body, will assist in the development of strategic view for the School and plan for its future needs and further development within the local and national context.

The Senior Leader will:

- lead by example, provide inspiration and motivation, and embody for the pupils, staff, Governors and parents, the vision, purpose and leadership of the School.
- assist in the creation of an ethos and provide educational vision and direction which secure effective teaching, successful learning and achievement by pupils and sustained improvement in their spiritual, moral, social, cultural, mental and physical development.
- assist the Headteacher in the creation and implementation of a strategic plan for subjects responsible for.
- assist the Headteacher in ensuring that policies and practices take account of national, local and School data, and inspection and research findings.
- monitor, evaluate and review the effects of policies, priorities and targets of the departments responsible for in practice, and take-action if necessary.

The Senior Leader, working with the Headteacher and Governing Body, will secure and sustain effective teaching and learning in those departments, monitor and evaluate the quality of teaching and standards of pupils' achievement, and use benchmarks and set targets for improvement.

The Senior Leader will:

- assist in the creation and maintenance of an environment and a code of behaviour which promote and secure good teaching, effective learning, high standards of achievement, good behaviour and discipline, and which enable teachers to meet the standards set out in the professional development framework.
- monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils, including those with special educational or linguistic needs, in order to set and meet challenging, realistic targets for improvement.

- contribute to the development of effective links with the community, including business and industry, to extend the curriculum and enhance teaching and learning.
- maintain an effective partnership with parents to support and improve pupils' achievement and personal development.

The Senior Leader will lead, motivate, support, challenge and develop staff to secure improvement.

The Senior Leader will:

- maximise the contribution of staff to improving the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and pupils.
- plan, allocate support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- understand the expectations of others, including subject leaders, teachers and support staff and contribute to the training and professional development of staff.
- sustain their own motivation and that of other staff.

The Senior Leader will assist in the deployment of people and resources efficiently and effectively to meet specific objectives in line with the School's strategic plan and financial context.

The Senior Leader will:

- work with senior colleague and Governors to recruit, deploy and develop all staff effectively in order to improve the quality of education provided in these departments.
- assist in setting appropriate priorities for expenditure, allocating funds and ensuring effective administration and control.
- manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.

The Senior Leader will share corporate responsibilities within the Leadership Team for the efficiency and effectiveness of the School to the Headteacher, Governor and others, including pupils, parents, staff, local employers and the local community.

The Senior Leader will:

- assist in the creation and development of an organisation in which all staff recognise that they are accountable for the success of the School.
- assist in the presentation of a coherent and accurate account of line management performance in a form appropriate to a range of audiences, including pupils, parents, Governors, the LEA, the local community, OFSTED, HMI and others, to enable them to play their part effectively.
- Line Manager to both pastoral and curriculum areas.

The Senior Leader will:

- To attend Senior Management Team meetings and other meetings as required.
- To take part in marketing and liaison activities such as Parents Evenings, Review Days and liaison events with partner schools.
- To attend Open Mornings which are held on a Saturday in September/October as part of directed time.
- To undertake gate duty at the start and end of the school day.
- To support with break and lunchtime duties to ensure the effective supervision and health & safety of students.

SAFEGUARDING:

- To comply with the Safeguarding Policy in conjunction with the School Policies 5.3-5.9 as listed within the Safeguarding Policy.
- To be responsible for reporting all safeguarding concerns to the Designated Safeguarding Officer (DOSC) – Mrs Howorth (KS4) and Ms Radosavljevic (KS3).
- To recognise that the school is committed to safeguarding and the promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. DBS disclosure at enhanced level will be required prior to any offers.
- To ensure volunteers or external workers are not left unaccompanied unless an up-to-date DBS check is in place or are taking part in an organised activity.
- To adhere to the school's E-Safety policy and ensuring the use of photography or recording of still or moving images are not taken without parental consent.
- To ensure risk assessments are taken as appropriate.
- To actively promote the school's commitment to ensure the health and safety and wellbeing of its employees and students, contractors, other visitors and general public.
- To be responsible for keeping up-to-date with safeguarding changes/knowledge.

Notes:

- (i). The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

- (ii). This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- (iii). This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the postholder.
- (iv). This job description will be subject to annual review.

Name: Date:
(Head)

Name: Date:
(Senior Leader)