



# St John Henry Newman Catholic Primary School & Nursery



## 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 Diocese of East Anglia. 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 at present with the governors of the school under the terms of the Catholic Education Service contract signed with the governors 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 including that of the Department of Education.

This job description is based on the key areas identified in the National Standards for Headship published by the Department for Education and Skills (13<sup>th</sup> October 2020).

The governing body and the Diocese acknowledge the importance of the role of the Catholic headteacher and will actively offer support, encouragement, affirmation and realistic challenge to the successful candidate.

The governing body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the D.B.S.

### The Core Purpose of the Headteacher

The core purpose of the headteacher is to provide professional leadership and management of the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success a headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. Headteachers must establish a culture that promotes excellence, equality and high expectations of all pupils. This will include ensuring that religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church.

The headteacher, working with the governing body and others, is expected to draw on the person, life and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff and all other members of the community, should explore Gospel values, core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

The headteacher is the leading professional in the school. Accountable to the governing body. The headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. The headteacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the school.

The headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, parishes, the Diocese, the Local Authority, higher education institutions and employers. Through such partnerships and other activities, headteachers play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.

Drawing on the support provided by members of the school community, the Headteacher is responsible for creating a productive learning environment which is engaging and fulfilling for all pupils.

## **THE 4 DOMAINS OF HEADSHIP.**

### **1. QUALITIES AND KNOWLEDGE.**

The strategic direction and development of the school stem from the educational mission of the Church. The headteacher will ensure that his/her leadership demonstrates commitment to promoting and developing the school's distinctive Catholic identity through the search for excellence in all areas of this work.

Critical to the role of headship is working with the governing body and others to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community. This vision should express core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

#### **The headteacher will:**

1. Recognise the authority of the Bishop in relation to the provision of education in the diocese and 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.
2. Hold and articulate clear Catholic values and moral purpose focused on providing a world class education for the pupils they serve and reflecting the Catholic foundation of the school
3. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors/ directors and members of the local church / parish and wider community.
4. Lead by example – with integrity, creativity, resilience and clarity – drawing on their own scholarship, expertise and skills and of those around them.

5. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development that reflects the needs of Sacred Heart.
6. Work with the political and financial astuteness, within a clear set of principles centred on the school's Catholic vision, ably translating local, national and Diocesan policy into the school's context.
7. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

## **2. PUPILS AND STAFF.**

In a Catholic school the headteacher leads a learning community rooted in Christian belief and principles. The search for excellence is given expression in learning and teaching which recognise pupils' individual worth as made in the image and likeness of God. The headteacher will lead the school community in promoting positive attitudes to learning amongst pupils and staff which stem from Christ's vision for humanity.

The Headteacher has a central responsibility for raising the quality of teaching and learning and for pupils' achievement. This implies setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning.

### **Within the school's Catholic ethos the headteacher will:**

1. Demand ambitious standards and attendance for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes. Ensure high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church. Ensure quality provision for all pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purpose and aims of the school.
2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' wellbeing, taking full account of the school's Catholic foundation
3. Establish a culture of open classrooms as a basis of sharing best practice, drawing on research and robust data analysis
4. Create an ethos based on catholic values on which all staff are motivated, supported and able to develop their skills and knowledge.
5. Identify emerging talents, coaching aspiring leaders in a climate of excellence leading with a clear succession plan, holding all staff to account for their professional conduct and practice.
6. Be mindful of workload and staff wellbeing.

7. Ensure that all the appraisal procedures are fit for purpose and that appropriate training is given.
8. Ensure that there is a broad and balanced curriculum serving the needs of all pupils.
9. Establish effective curricular leadership.
10. Ensure that pupils are taught to read through the provision of evidence informed approaches - systematic synthetic phonics.
11. Ensure that valid, reliable and proportionate approaches are made when assessing pupils' knowledge, understanding and progress.
12. Ensure that effective use is made of formative assessment.
13. Ensure that the school holds ambitious expectations for all pupils with additional and special educational needs or disabilities.
14. Ensure that the school fulfils its statutory duties with regard to the SEND code of practice.

### **3. SYSTEMS AND PROCESS.**

In a Catholic school all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the school's mission statement.

The Head teacher needs to provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self - evaluation. The Head teacher should ensure that the school and the people and resources within it are organised and managed in order to provide an effective and efficient and safe learning environment. These management responsibilities imply the re - examination of the roles and responsibilities of those adults working in the school to build capacity across the workforce and ensure resources are employed to achieve value for money.

Effective headteachers manage themselves and their relationships well. Headship is about building a professional learning community which enables others to achieve. Through performance management and continuing professional development practice.

The head teacher supports all staff to achieve high standards. To equip themselves with the capacity to deal with the complexity of the role and the leadership skills and actions required.

#### **The headteacher will:**

1. Ensure that the school's systems, organisation are considered, efficient upholding the principles of transparency, integrity, and probity within the Catholic context.
2. Ensure that arrangements for the act of daily collective worship and the spiritual life of the school. Ensure that the policy for religious education in line with Diocesan policy is upheld.

3. Provide a calm and well ordered environment for all who work in the school  
Focusing on developing exemplary pupil behaviour in school and in the wider community. Ensure the safety and safeguarding of pupils.  
Establish rigorous, fair and transparent systems and measures for managing the performance of staff, addressing any underperformance, by supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the governing body to understand its role and to carry out its functions of strategic direction, holding senior staff to account and ensuring excellent educational and financial practice.
5. Exercise strategic curriculum led financial planning to ensure equitable deployment of the budget and resources in the best interest of the pupils, value for money and the sustainability of the school's Catholic character.
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for decision making.

#### **4. THE SELF-IMPROVING SYSTEM.**

In a Catholic school the headteacher is responsible for the mission of the school to the local and wider Catholic community and beyond. He/she will collaborate with the parish and other Catholic organisations as well as with the wider educational community for the benefit of the school's community and others. He/she will demonstrate a belief that community and school are interdependent and that engagement with the community promotes school development.

The headteacher should commit to engaging with the internal and external school community to secure equity and entitlement. The headteacher should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. The headteacher should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children. The headteacher shares responsibility for leadership of the wider educational system and should be aware that school improvement and community development are interdependent.

#### **The headteacher will:**

1. Create an outward -looking school which works with other organisations and local community. Champion best practice and secure excellent achievements for pupils. Build a school culture based on gospel values, the teaching of Jesus Christ and the Church.
2. Develop effective relationships with other professionals, colleagues and other public services, parents / carers and the parish community to improve academic and social outcomes for all pupils.
3. Challenge educational orthodoxies in the best interest of achieving self- regulating and self – improving schools.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development of staff.

5. Within the school's Catholic ethos, model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and Influence others beyond schools to believe in the fundamental importance of education in young peoples' lives and to promote the value of education in the Catholic context.
7. Safeguard and promote the welfare of children and young people.

This job description forms part of the contract of employment appointed to the post advertised. It reflects the position at the present time only and will be reviewed in negotiation with the employee in the future. The appointment is subject to the conditions of employment in the current School Teachers' Pay and Conditions Document as they relate to Head Teachers.