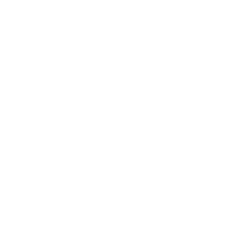
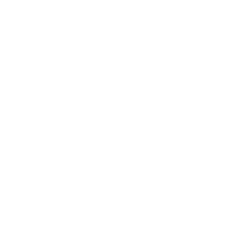
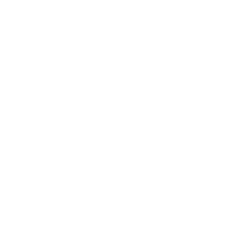
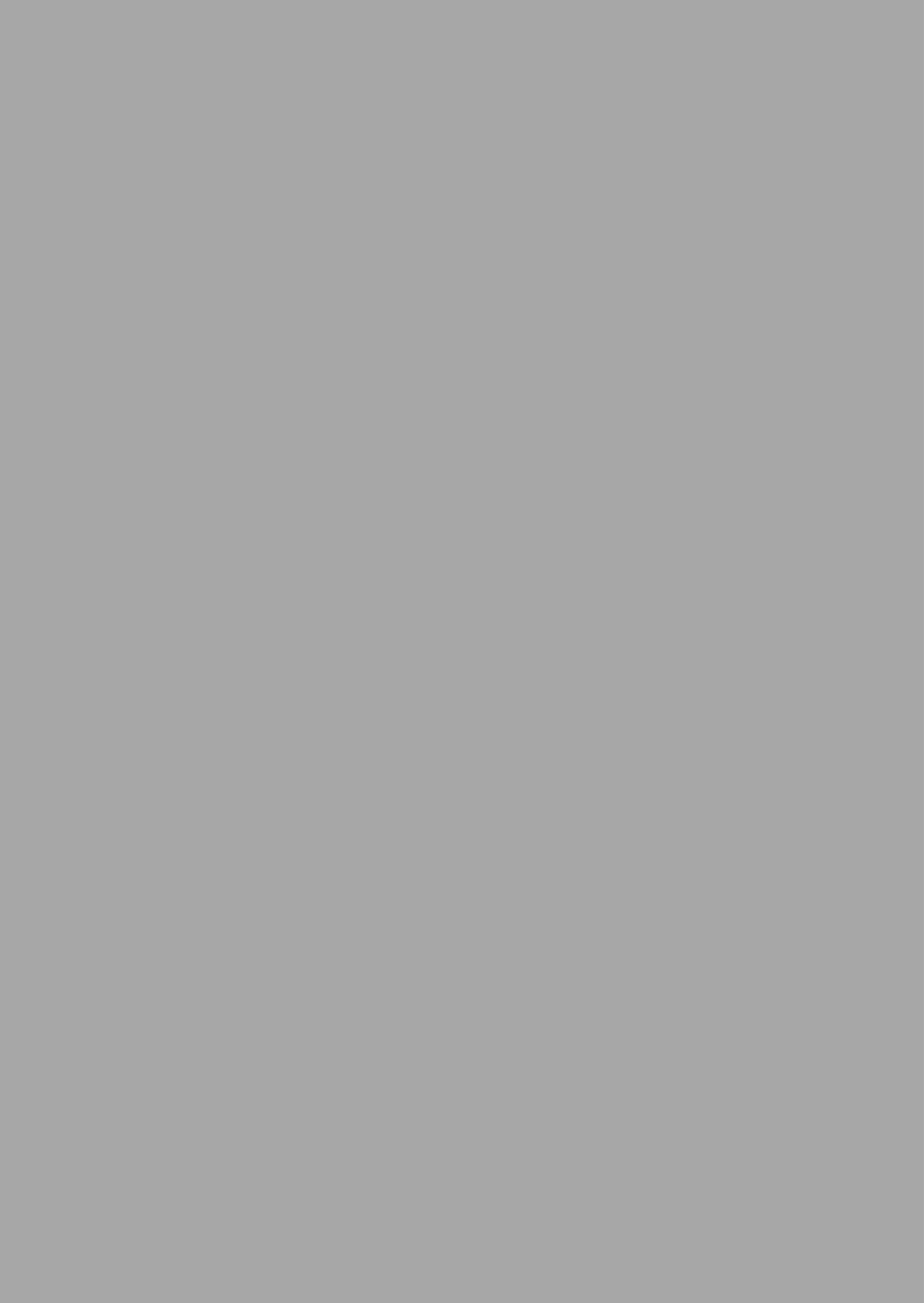
St Joseph’s Catholic



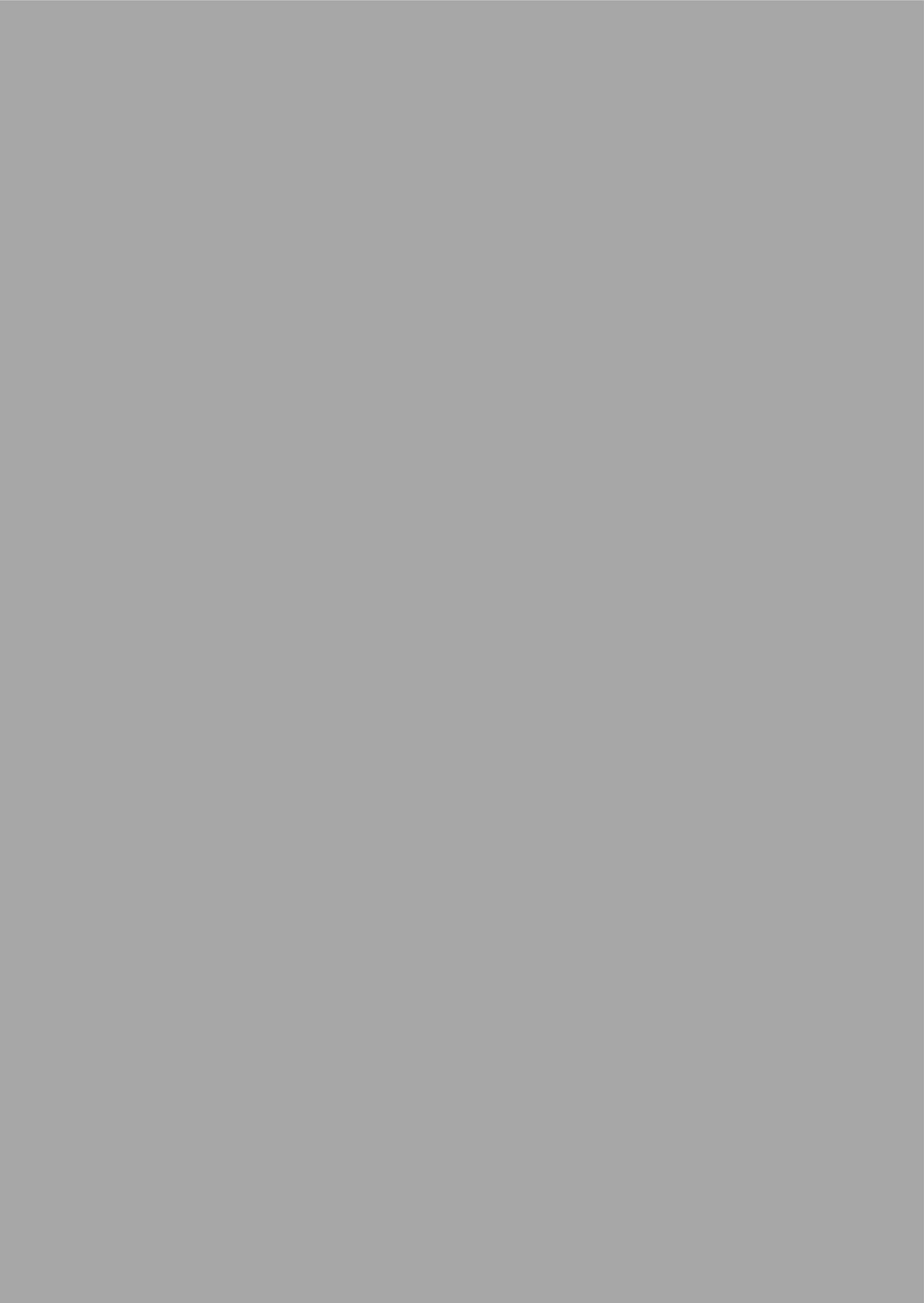
Primary School

Head of School

Job and Person Specification

Job Profile - Head of School

**Job Title:** Head of School



**Grade/Salary Scale:** L16 – L22

Potential Enhancement for the right candidate

**MAIN PURPOSE OF THE JOB**

1.To assume overall responsibilities for the day-to-day running of the school.

2. To be accountable and responsible to the Executive Headteacher and the Local Governing Body for the effective administration, management and performance of the School.

3. To lead the drive for outstanding provision, so that all pupils are able to progress well and achieve their potential.

4. To promote and maintain a positive and effective caring ethos, based upon the Catholic foundation and the values of the school.

5. To lead and inspire a lively, welcoming and effective teaching and learning atmosphere that recognises the value of the pupils’ backgrounds and helps raise achievement and aspiration.

6. To ensure that the school’s systems and procedures promote excellence.

**PASTORAL/CURRICULUM**

1. To plan a curriculum appropriate to the needs of all pupils within the school irrespective of background.

2. To promote an appropriate learning environment in order to enable effective curriculum delivery.

3. To promote an ethos of inclusion for all pupils in the school.

4. To manage resources in order to assist in the meeting of the

educational needs of each pupil.

5. To continue the development of whole school procedures for

regular review and assessment of children’s progress as a way

to enhance the quality of education, raise standards and meet

statutory requirements.

6. To monitor and evaluate standards of teaching and learning

in the school, and to use data strategically in order to identify

issues and make appropriate interventions.

7. To be responsible for the development of in-service training

and staff development.

8. To liaise with local cluster primary and local secondary

schools to develop curriculum and pastoral links.

9. To foster collective worship and spiritual development in

partnership with the parish church in a way which is open,

inclusive and respectful of diversity.

**LEADERSHIP**

1. To use the processes of School Development Planning and Post Ofsted Action Planning as a means of giving clear direction to the school’s future strategic development and the drive to become Outstanding.

2. To motivate pupils and staff by personal influence and concern for individual needs promoting the well being and success of the whole school.

3. To use effective channels of communication with pupils, staff, Governors, parents and the community at large.

4. To be responsible for the full range of Professional Development and Performance Management in line with national and local initiatives.

5. To be responsible for leadership of extended schools activities.

6. To work with the Local Governing Body and attend Governors’ meetings, providing relevant information on school performance, finance, staffing and other matters.

7. To carry out the role with full regard for Equal Opportunities.

8. To be responsible for all aspects of safeguarding.

**EXTERNAL LINKS**

1. To develop whole school strategies for working with parents as partners.

2. To maintain and develop the existing well balanced partnership with the parish church and Diocese of Brentwood and its partners.

3. To present the school in a positive light within the local community.

4. To continue to foster links between the school and local industry and community.

5. Work with outside agencies in the promotion and delivery of school and community initiatives.

6. To advise the Diocese of Brentwood and its strategic partners on strategic developments within the School.

**GENERAL ADMINISTRATION**

1. To advise and work with the Directors of the Trust and the Governors on issues surrounding the leadership and strategic management of the school, including the allocation of budget and resources.

2. To work with diocesan officers, partners and consultants on various aspects of academy finance, HR, and school improvement provision.

3. To produce, maintain and review job descriptions and personnel specifications for all staff as part of the ongoing reform of the School’s workforce.

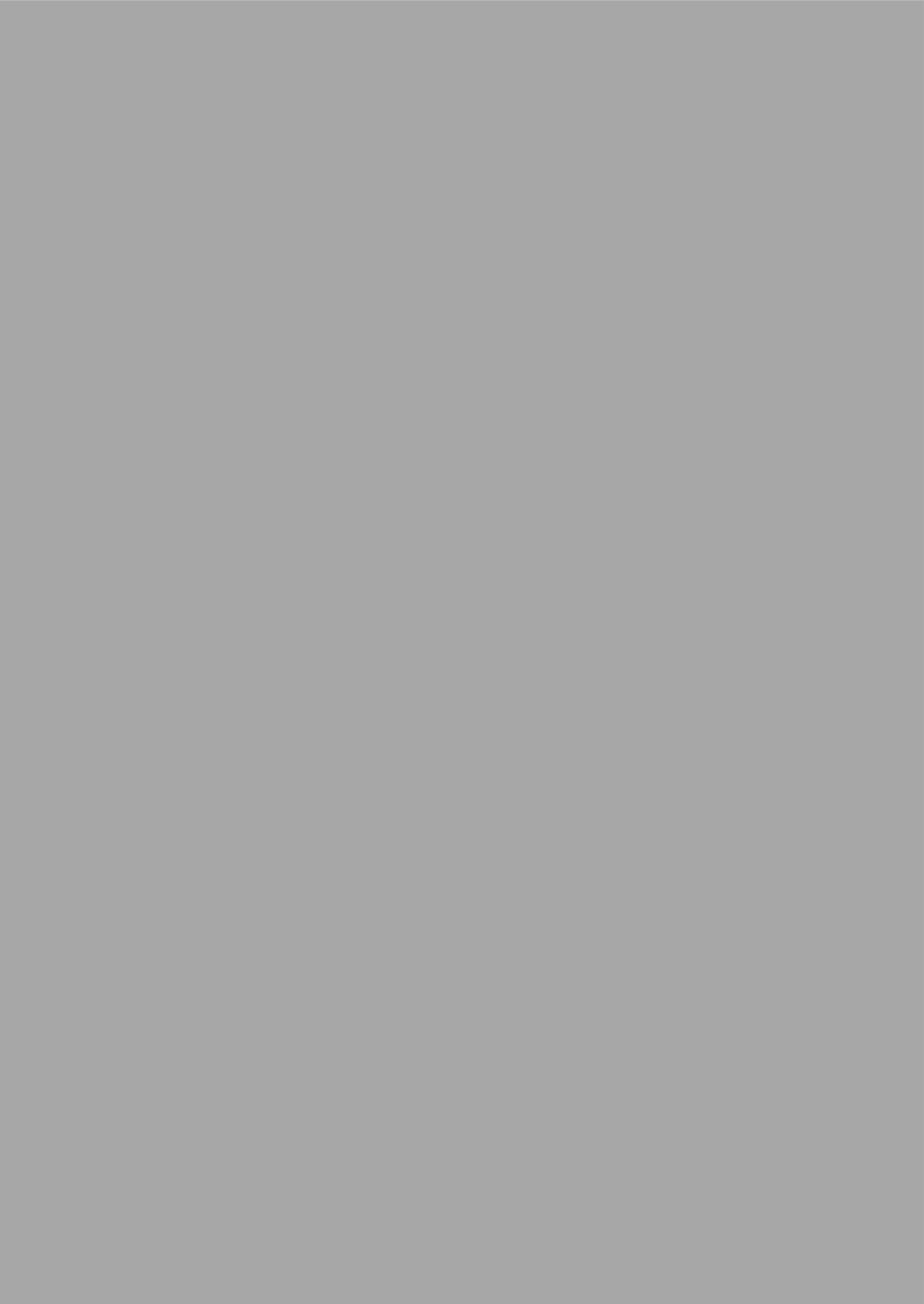
4. To complete returns and keep records required by the Trust, LA (where appropriate) and the DfE and/or other government agencies.

5. To establish sound procedures for supervision, security and maintenance of buildings and grounds including Health and Safety

**OTHER DUTIES**

*The Head of School should also carry out duties in accordance with and subject to the provisions of Education Acts 1944 to*

*2005 and any Orders and Regulations having effect thereunder.*



|  |
| --- |
| **Category Essential Desirable How Identified** |
| • Hold Catholic Certificate of  • Qualified Teacher Status. Religious Studies or equivalent, be  engaged in a course of study to  **Qualifications** • Evidence of further professional achieve it or be willing to Application Form.  development/qualification in school undertake it  leadership and management.  • NPQH |
| • Successful and wide ranging experience as a member of a leadership team - Three  years as a Deputy Headteacher Application Form.  • Experience of working across the Selection procedure.  **Experience** • Successful experience of planning and 3 – 11 age range.  implementing School improvement  strategies with a specific focus on raising • Experience of working with diverse References.  achievement. ethnic communities. Letter of application.  • Evidence of raising standards. |
| • Leadership and management skills.  Involvement as Team Leader in • Relevant experience of personnel  Performance Management. issues. Involvement in the writing,  • Clear understanding and knowledge of monitoring and evaluation of  budget management. School Improvement Plans. Application Form.  **Knowledge &** • Aspects of development relating to NC • Evidence of working with Selection procedure.  **Key Skills** assessment, target setting and school self Governing Bodies.  evaluation. References.  • Knowledge and experience of  • Knowledge and skills in ICT to support OFSTED Inspection at a senior Letter of application. school management. Proven track record level.  as an effective teacher. • Knowledge of the Academies  • Knowledge of current education legislation. agenda and processes. |
| • The strength to challenge under- achievement and inappropriate behaviour.  • Positive leadership and motivational Application Form. **Personal** qualities. • Adaptable and versatile approach. Selection procedure **Qualities** • Ability to relate to people  • Sense of humour. References.  • Ability to set targets, meet deadlines and Letter of application. work under pressure.  • Good communication skills. |

**Category Essential Desirable How Identified**

**Interests**

**/Motivation**

**for the job**

• Ability to develop and maintain good community relations.

• Strategies for marketing the school.

• A good commitment to a broad

and balanced curriculum, including

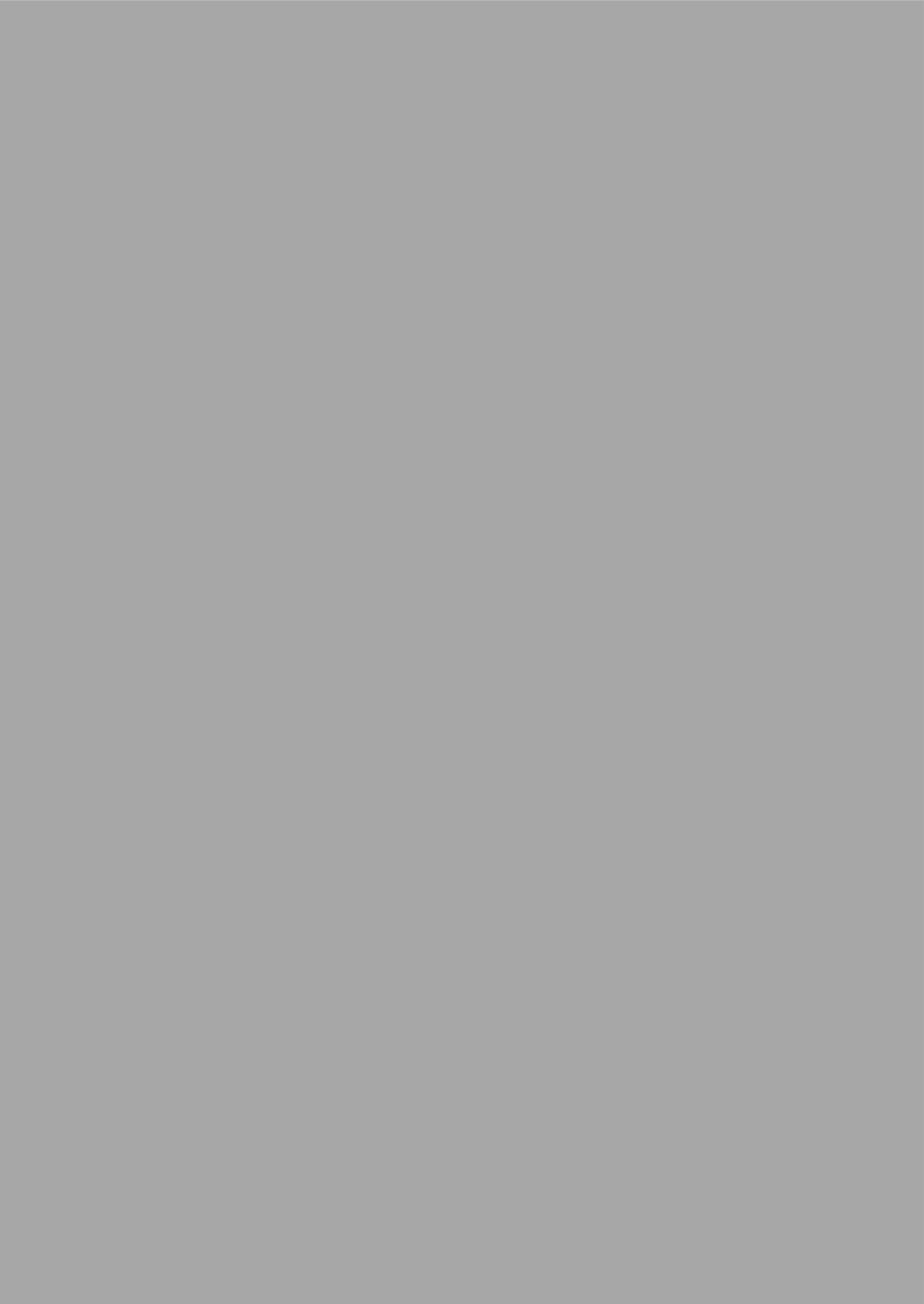
out-of-hours activities, which will

develop the skills and interests of

pupils

Application Form. Selection procedure.

References.



**Commitment/ Faith**

• A commitment to work collaboratively with the school’s governors, parents and Parish.

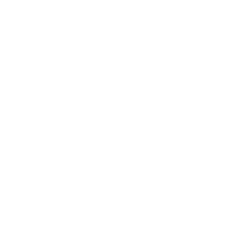
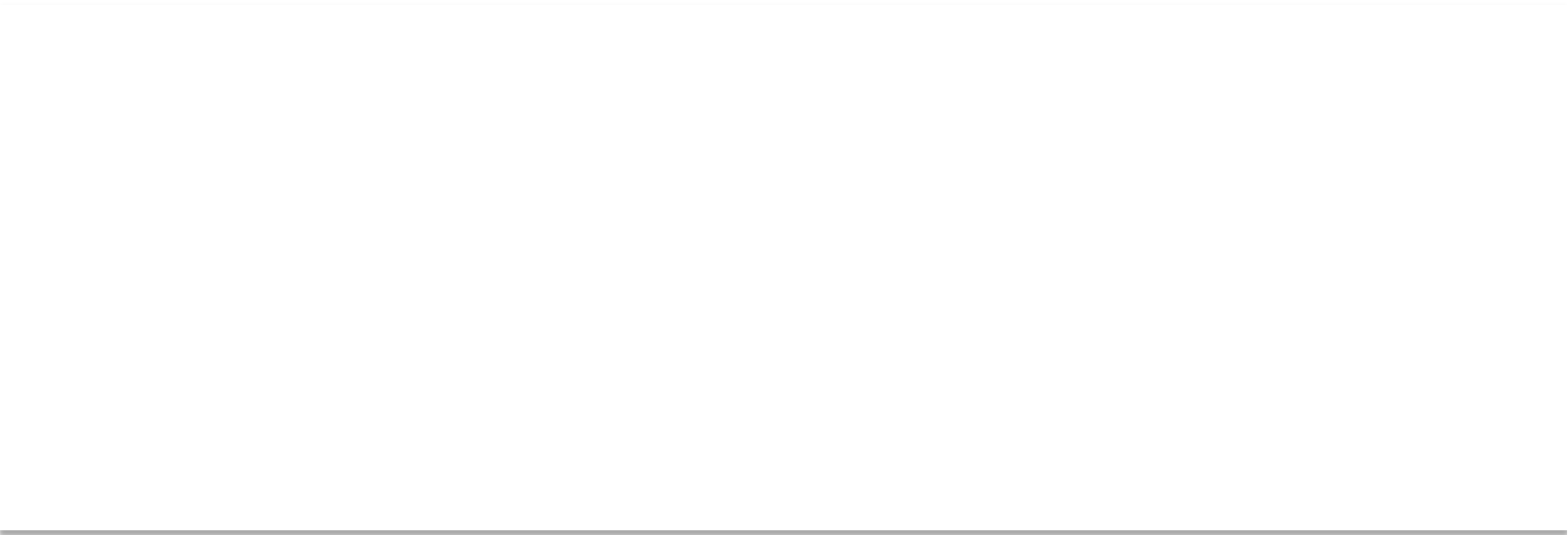
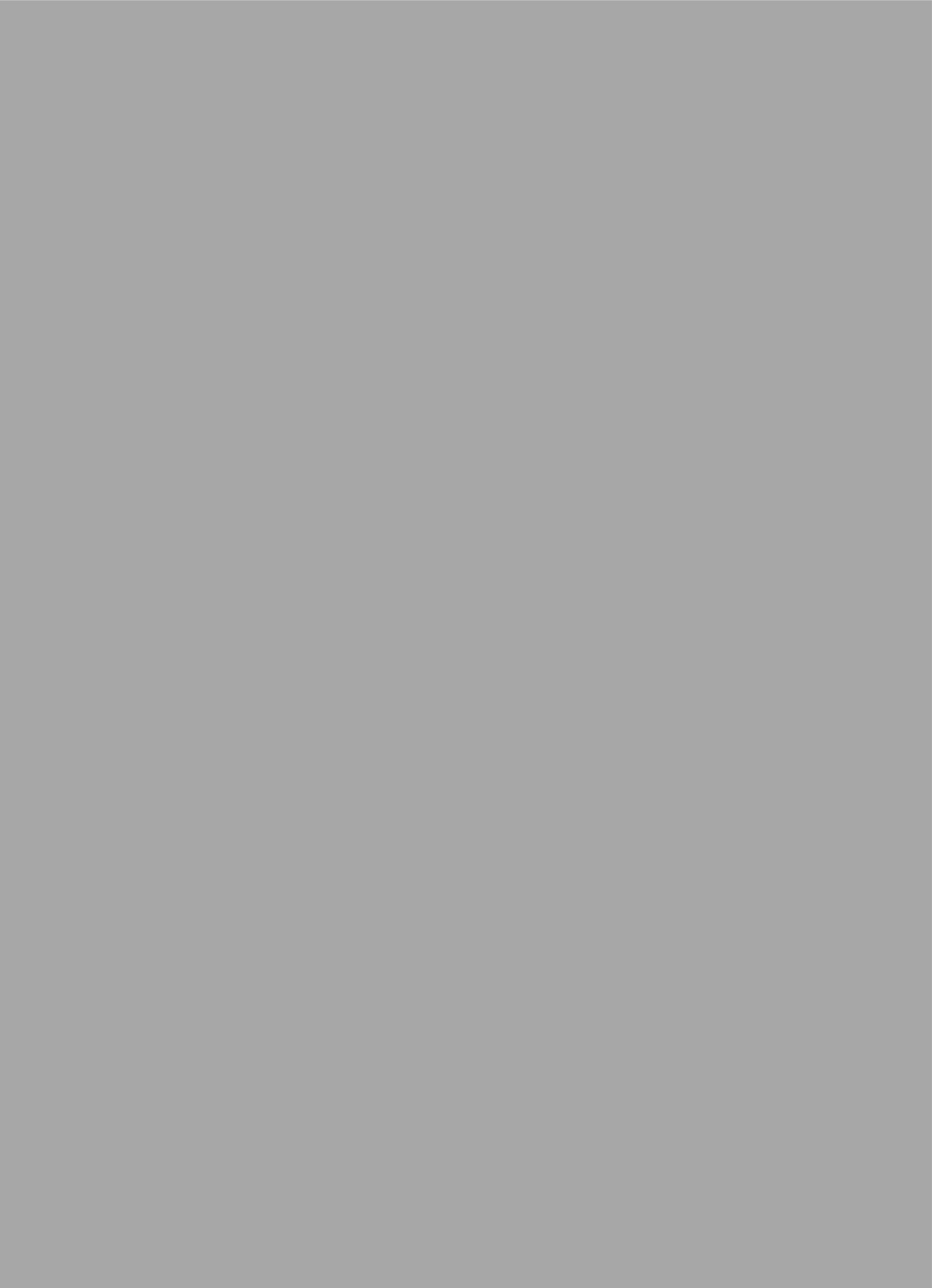
• A commitment to raising standards.

• A commitment to further developing and upholding the Catholic ethos of the school.

• Practicing Catholic

• Commitment to multi-agency working and networking

Selection procedure.



The Federation of St. Joseph’s Catholic Schools,

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DagenhamRM9 5UL

Tel: 020 8270 6480

[www.st-jobarking.school.bdcs.org.uk](http://www.st-jobarking.school.bdcs.org.uk)