**Executive Headteacher**

**Hard Federation of**

**St. Joseph’s Catholic Schools**

**Barking and Dagenham**

**Job Description**

**Post Title:** Executive Headteacher **Salary Point:** Leadership Spine: 23-28

**Responsible to:** The Governing Body **Responsible for:** Heads of Schools, Executive

Business Manager

Context

The Senior Leadership team of each school consists of a Head of School, two Assistant Headteachers and one Executive Business Manager.

Introduction:

The Executive Headteacher is an employee of the Governing Body of the Hard Federation of St. Joseph’s Catholic Schools. (S)He is required to carry out his/her professional duties in accordance with the Schools’ Instrument of Governance, Canon Law and the teachings of the Catholic Church and within the current Schools Teachers’ Pay and Conditions Document, Headteacher’s Standards and relevant employment Legislations.

The Contract of Employment between the Governing Body and the Executive Headteacher will be the current Contract of Employment for a Headteacher issued by the Catholic Education Service. The Hard Federation consists of St. Joseph’s, Barking and St. Joseph’s, Dagenham which are separate schools on separate sites.

This job description does not form part of the contract of employment of the Executive Headteacher. It is not an exhaustive list of the duties or functions to be undertaken or carried out. It describes the way you are expected and required to perform and complete the particular duties as set out below.

The job description can be amended at any time, following consultation between the Executive Headteacher and the Governing Body and may be reviewed annually. The duties and responsibilities of the post may vary from time to time according to the changing needs or circumstances of the schools. The Governing Body reserves the right to amend the functions of the Executive Headteacher in order that the Federation may continue to meet its statutory obligations.

*Please note that for the purpose of interview, this is a draft job description which may be amended but follows the Federation’s generic expectations of the role.**Should the application be of a higher grade or an NLE/LLE, the job description will be re-drafted according to status.*

Core Purpose

The core purpose of the Executive Headteacher is to provide strategic vision, leadership and management for the Federation as well as ensuring that the statutory duties of both the schools within the Hard Federation are fulfilled. The Executive Headteacher will ensure that:

* The schools are led as Catholic Schools in accordance with its instruments if Government, the teachings of the Catholic Church and Canon Law and the expectations of the Diocese of Brentwood.
* The Federation works with the Local Authority as required in law.
* The Catholic Identity of the Federation is developed and promoted and the teachings of the Church are safeguarded.
* Religious Education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church; (as directed by the Catholic Bishops of England and Wales, the Diocese of Brentwood and the Catholic Education Service).
* Religious worship is in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church.
* The Federation sets high expectations, provides high quality teaching and learning which brings high standards of academic achievement, pupil behaviour, spiritual and moral growth and personal development.
* The Federation promotes and safeguards the welfare of all children and their well-being.
* The Federation meets all statutory requirements
* The work of the Federation is effectively monitored, evaluated and reviewed
* There is consistency across the schools and, where appropriate, collaboration
* Guides, advises and reports to the Governing Body termly
* Develops and maintains community cohesion.

 Key Skills and Attributes Required

* Highly developed Headteacher skills
* Vision into reality
* An extensive understanding of the Education world in depth
* Greater emphasis on coaching, delegating and achieving change through others
* Higher levels of strategic thinking
* Highly focused
* Skilled time manager
* Personal Resilience
* Lateral thinker
* Excellent communicator
* Developed Modeller
* Capacity to work within parallel but different communities and within complexities of context
* Passionate and Inspirational
* Trust builder
* Fairness within the Federation

Main Duties and Responsibilities

1. Shaping the Future – Strategic Direction and Development

In partnership with the Governing Body the Executive Headteacher will:

* Articulate a clear vision for the schools, which reflects the Federation’s distinctive Catholic character and the mission statement of the two schools
* Establish and implement a strategic plan, rooted firmly in the Mission of the Church, which ensures pupils achieve high standards and develop in all aspects of their education, the religious, the spiritual and the moral as well as the academic;
* Share the strategic vision with pupils, staff and parents and enables them to participate fully in the Schools’ Mission;
* Maintain and develop a distinctively Catholic ethos which permeates all aspects of school life;
* Establish a programme of worship and liturgy in accordance with the rites and practices of the Catholic Church;
* Monitor and evaluate the effectiveness of the Schools in realising their Mission as Catholic Schools.
* Ensure the Federation maintains the positive and diverse natures of its schools and its commitment to equality of opportunity, its single equality plan and inclusivity.
* Keep the Governing Body fully informed of progress and outcomes.
1. Leading Teaching and Learning

The Executive Headteacher leads in achieving high quality teaching and learning by:

* Establishing a Catholic learning community within which each individual pupil is enabled to achieve his/her potential;
* Maximising opportunities for all pupils through continuous focus on pupils’ achievement, using data and benchmarks to monitor progress in every child’s learning
* Empowering pupils to take an active part in their own learning and to take personal responsibility for improving their opportunities and progress.
* Ensuring high quality teaching is at the heart of strategic planning and resource management
* Establishing a School environment and a behaviour code, which supports effective teaching and learning;
* Developing partnerships with parents to support pupils’ learning and achievement;
* Determining, organising and implementing a broad and balanced curriculum with equality of access, within the context of the National Curriculum and the Catholic School;
* Ensuring an education including Religious Education, for all pupils in accordance with the teachings of the Catholic Church.
* Ensuring that Personal, Social and Health Education, Citizenship Education and Sex and Relationships Education are in accordance with the teachings of the Catholic Church;
* Setting high expectations to monitor and evaluate the effectiveness of learning outcomes enabling pupils to become effective, enthusiastic, independent learners, committed to lifelong learning.
* Developing effective methods of monitoring and evaluation to secure high standards of learning, progress, attainment and achievement.
* Challenging underachievement at all levels
* Developing collaborative approaches across the Federation in sharing good practice and improving the learning experiences of the children
* Establishing a professional and flexible staff team to deliver high standards and promote self-esteem and confidence in all pupils.
* Establishing a culture of success for both pupils and staff
* Establishing an effective partnership with parents, parish and the wider community to support and enhance the work of the Federation and schools.
1. Leading and Managing the Organisation

The Executive Headteacher provides effective organisation and management of the School in the best interests of the School community and implementation of its Mission as a Catholic School by:

• Producing and implementing clear, evidence-based improvement plans

* Setting appropriate priorities for expenditure, allocating funds and ensuring financial control in accordance with Governing Body policies;

• Working with Governors and senior colleagues to recruit, induct and develop high quality staff;

• Managing, deploying and developing staff to secure the high quality of education and pupils achievement;

• Managing and monitoring use of resources in order to secure the high quality of education and pupils achievement;

• Ensuring best value in deployment and use of human, financial and material resources;

• Managing accommodation to ensure that it meets the needs of pupils, the curriculum and Health and Safety Regulations;

• Regularly evaluating the allocation of roles, responsibilities, finance and resources to ensure these underpin the best possible learning environment and highest standards

* Develop policies which take into account the Federations practices, expectations and Catholic ethos.
* Manage the setting of annual performance management targets for staff and review progress against them in line with agreed policy and procedures
* Work in partnership with other ley services who provide a service to both schools
* Promote and develop policies and practice with leads to a safer working culture to ensure staff and pupils and supported and safe.
1. Personal Development and Working with others

The Executive Headteacher enables staff to develop their potential and achieve high standards by:

* Treating all stakeholders fairly, equitably and with dignity and respect to create and maintain the Catholic ethos and positive culture of the schools and Federation.
* Build a collaborative learning culture within both schools and actively engage with other schools to build effective learning communities
* Regularly reviewing own practice and actively pursuing self-professional development so as to be well equipped to deal with the increasingly complex roles of leadership of the Federation and the changing status of schools.
* Ensuring all new staff are successfully inducted into the Federation and are able to develop sound understanding of its nature and purpose as a Catholic community;
* Building effective professional relationships with all staff so as to motivate and enable them to carry out their respective roles effectively;
* Providing staff with a role model for continuing professional development;
* Ensuring effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and responsibilities
* Developing and maintaining a culture of high expectations for self and others and take appropriate action where necessary
* Implementing effective systems of performance management which support staff development.
* Manage the Performance Management of the Heads of Schools and Executive Business Manager.
1. Securing Accountability

The Executive Headteacher is accountable to a wide range of groups, particularly pupils, parents, carers, governors, the Catholic community, the Diocese and the Local Authority. He/she exercises this accountability by;

* Using Federation Self-evaluation processes to report on the Federations two schools’ performance and development to the Governing Body, OFSTED, Diocese, L.A. and to a variety of audiences, and to inform future Improvement Plans for the Schools;
* Providing information, advice and support to the Governing Body in meeting its responsibilities for the Catholic character of the Federation, effective teaching and learning, standards of achievement, efficiency and value for money;
* Ensuring individual staff accountabilities and responsibilities are clearly defined, communicated, understood and agreed and are subject to robust and rigorous review and evaluation in accordance with statutory performance management policy and procedure.
* Working with Governors to provide objective advice and support to enable them to meet their responsibilities
* Presenting a clear, coherent and accurate account of performance to arrange or stakeholders and audiences
* Keeping parents and pupils informed about the curriculum, attainment and progress;
* Liaising, in the best interests of pupils, with support services and other agencies
1. Strengthening Community

The Executive Headteacher ensures that the Schools engage with the Catholic communities and the wider local communities by:

* Maintaining strong working relationships with the local Catholic Parishes with celebration of the Eucharist at the heart of this relationship;
* Maintaining effective partnerships within the staff body so that morale is high and positive
* Developing an effective partnership with parents and carers, to support pupils’ development in all aspects of their school life;
* Celebrating the richness and diversity of the various communities which make up the schools;
* Collaborating with other schools, agencies and organisations to share expertise and bring mutual benefits to all.