**JOB DESCRIPTION**

**HEAD TEACHER**

This appointment is with the Governors of St Francis Xavier’s College under the terms of the St Francis Xavier’s College contract signed with the Governors as employers. The Governors will appoint a practising Catholic who can show by example and from experience that he or she will ensure that the school is Catholic in all aspects. The appointment is subject to the current conditions of service for Head Teachers contained in the School Teachers’ Pay and Conditions Document and other current education and employment legislation. In carrying out his/her duties the Head Teacher shall consult, where appropriate, the Governing Body, the Trustees, the Archdiocese, the Local Authority, the staff of the school, the parents of its pupils and the parishes served by the school.

**KEY AREAS OF RESPONSIBILITY**

1. **Strategic Direction and Development of the school.**
2. **Teaching and Learning.**
3. **Leading and Managing Staff.**
4. **Efficient and Effective Deployment of Staff and Resources.**
5. **Accountability.**
6. **Safeguarding.**
7. **STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL**

The strategic direction and development of a Catholic school stems from the educational mission of the Church, which is reflected in the Aims of the college.

The Head Teacher works with the Governing Body to develop vision and strategic view for the school in its service to the community. He or she analyses and plans for future needs and further development within diocesan, local and national contexts.

**MAIN TASKS**

* To work with the Governing Body and staff to determine and fulfil the College Mission Statement.
* To work with the Governing Body in formulating the educational aims, objectives and targets of the school and policies for their implementation.
* To maintain, progress and continue to develop the School Improvement Plan.
* To monitor and evaluate the performance of the school and its achievements as a Catholic school, responding and reporting to the Governing Body as required.
* To motivate staff and pupils through interest, encouragement and recognition of their unique value.
* To implement the Governing Body’s policies on equal opportunities.
* To participate to such an extent as may be appropriate having regard to the Head Teacher’s other duties, in teaching pupils at the school.
* To ensure that the management, finances, organisation and administration of the school support its vision and aims and are appropriate to the schools’ present likely future resources.
* To arrange for a Deputy Head Teacher or other suitable person to assume responsibility for the discharge of the Head Teacher’s functions at any time when absent from school.

1. **TEACHING AND LEARNING**

In a Catholic school the search for excellence is expressed in teaching and learning, which responds to the needs and aspirations of its pupils and acknowledges their individual work as children of God.

The Head Teacher works with the Governing Body to secure and sustain effective teaching and learning throughout the school. He or she monitors and evaluates the quality of teaching standards of attainment, using relevant benchmarks and setting targets for improvement.

**MAIN TASKS**

* 1. To determine, organise and implement, in collaboration with other appropriate persons or bodies a curriculum which:
* Follows the curriculum policy of the Governing Body and meets statutory requirements.
* Is relevant to the needs, experiences, interests, aptitudes and stages of development of all pupils including those with Special Educational Needs.
* Ensure the Archdiocesan policy on Religious Education is fulfilled.
* Fulfils the Head Teacher’s statutory duties in relation to the Curriculum including the National Curriculum.
* Includes arrangements for the daily Acts of Collective Worship and the spiritual life of the school.
  1. To develop means whereby:
* School policies on curriculum, assessment, recording and reporting inform effective teaching and learning.
* The arrangements for teaching and learning form a co-ordinated, coherent curriculum entitlement for all pupils.
* Information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers and to aid Governors in fulfilling their responsibilities for the school.
* There is continuity of learning and of progression for all pupils.
* Challenging targets are set for pupil attainment leading to whole school improvement.
  1. To provide a curriculum for the spiritual, moral, social and cultural development of all pupils.
  2. To ensure appropriate pastoral care and guidance for all in accordance with the College Mission Statement.
  3. To determine appropriate pupil groupings which reflect the values of the College Mission Statement.
  4. To determine and publicise the means for promoting:
* Pupils’ self discipline.
* Respect for self, others and authority.
* Good behaviour on and off school premises in accordance with any written directions of the Governing Body.
  1. To handle pupil disciplinary cases, in accordance with school policy and the current statutory provisions of the appropriate Education Acts.
  2. To promote a school ethos which extends opportunities for leaning and encourages extra-curricular activities.

1. **LEADING AND MANAGING STAFF**

In a Catholic school the role of Head Teacher is one of leadership of a learning community rooted in faith. The Head Teacher’s leadership should take Christ as its inspiration. The Head Teacher’s management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God.

The Head Teachers’s leadership should motivate, support, challenge and develop staff.

**MAIN TASKS**

* 1. To assist the Governing Body in determining the staffing structure of the school.
  2. To assist the Governing Body and participate in the key task of selecting and appointing teaching and support staff, having regard to Archdiocesan and Local Authority guidelines and advice.
  3. To deploy and manage all teaching and support staff appointed in the school by allocating particular duties, including such duties of the Head Teacher as may be properly delegated in a manner which is reasonable and consistent with their conditions of employment.
  4. To ensure that cover is provided for absent teachers and is shared as equitably as possible.
  5. To promote and develop good management practices, positive staff participation, effective communication and clear procedures.
  6. To supervise and participate in arrangements made in accordance with the Regulations for the performance management of teachers in the school, including to participate in the identification of areas in which he/she would benefit from further training and undergoing such training.
  7. To implement continuous professional development policies appropriate to the Catholic nature of the school in relation to:
* The induction of new and newly qualified teachers and other staff.
* The development of professional knowledge, skills and abilities, including those necessary for career development.
* The provision of professional advice, support and training.
* The provision of references where relevant to career progression.

1. **EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES**

In the Catholic school all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the College Mission Statement.

The Head Teacher deploys staff and other resources efficiently and effectively to meet specific objectives in line with the College Mission Statement and with the strategic plans determined by the Governing Body.

**MAIN TASKS**

* 1. To implement the policies and procedures of the Governing Body concerning the resources and premises management of the school, in accordance with the College Mission Statement, other guidance and any legal requirements.
  2. To allocate, control and account for those financial and material resources of school which are delegated to the Head Teacher.
  3. To ensure the security, maintenance and cleanliness of the school and its surroundings in accordance with any Local Authority regulations and Governing Body responsibilities under Health and Safety and other relevant legislation.
  4. To seek to provide an attractive environment which stimulates learning and enhances the appearance of the school and expresses the Catholic identity of the school.
  5. To ensure that the external agencies and services contracted to the school work effectively.

1. **ACCOUNTABILITY**

In a Catholic school the Head Teacher fulfils his or her responsibilities in accordance with the College Mission Statement. The Head Teacher supports the Governing Body in fulfilling its responsibilities under Cannon Law to the Archdiocese and the Trustees in accordance with national legislation.

The Head Teacher accounts for the efficiency and effectiveness of the school to the Governing Body and the wider community of the school.

**MAIN TASKS**

* 1. In relations to the Governing Body:
* To advise and assist in the exercising of its functions.
* To attend meetings of the Governing Body (without prejudice to any rights the Head Teacher may have as a Governor of the school).
* To report to the Governing Body as required.
  1. In relation to parishes and the community:
* To develop and maintain positive relationships with the parish communities.
* To ensure that the school recognises and meets its responsibilities to the life of the local community.
* To develop links with local employers for the benefit of the pupils and the school.
* To promote a positive image of the school in accordance with the College Mission Statement.
  1. In relation to the Archdiocese:
* To recognise the authority of the Archbishop in relation to the provision of education in the Archdiocese.
* To work with Archdiocesan Authorities and to provide them with such information as they require.
  1. In relation to the Trustees:
* To recognise the position of the Trustees in sharing the spirit of the Founder – John de la Mennais.
* To work with the Trustees and to provide them with such information as they require.
  1. In relation to parents and those with parental responsibility:
* To build an effective partnership between parents and the school, recognising them as the first educators of their children.
* To promote understanding of the mission, aims and character of the school by providing regular information to parents about:
  1. The school curriculum.
  2. The progress of their children.
  3. Other matters relating to teaching methods and organisation.
     + To contribute to the provision by the Governors of a school prospectus and to their Annual Report to Parents.
     + To provide opportunities for dialogue between parents and staff and to encourage their involvement.
     + To promote involvement in the wider life of the school.
  4. In relation to External Authorities:
* Ensure liaison and co-operation with support services.
* Work with Support Services in the monitoring and evaluation of the school according to such arrangements as may be required by and/or agreed between the Governing Body and the External Agencies.
* To make such reports in connection with the discharge of the Head Teacher’s functions as may properly be required.
  1. In relation to other schools, colleges and education bodies:
* To promote continuity of learning, progression of achievement and curriculum development.
* To arrange for effective transfer and induction of pupils.
* To maintain effective relationships with other schools, and especially with other Catholic schools in matters of common concerns.
* To provide training and work experience placements for students as appropriate and in accordance with school policy.
  1. In relation to other professional bodies, agencies and services:
* To liaise in the best interests of pupils or in the meeting of statutory obligations with other educational professionals, medical, social and other support services.

1. **SAFEGUARDING**

* The Head Teacher is responsible for the College’s safeguarding procedures at all times as outlined in the College’s Child Protection and Safeguarding Policy and DfE guidance ”Keeping Children Safe in Education”.
* The Head Teacher must adhere to the College’s safeguarding procedures at all times.

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