

Head Teacher Job Description

Primary purpose

As the leader of the school, the head teacher has responsibility for creating, inspiring and embodying the Catholic ethos, securing their vision with all members of the school community and ensuring an environment for teaching that empowers staff and children to achieve their highest potential. Accountable to the Education and Standards Manager the successful applicant will fulfil the following duties:

Qualities and Knowledge

- To carry out the duties of the head teacher as set out in the School Teachers' Pay and Conditions document 2017 and related guidance.
- Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
- Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
- Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

Pupils and Staff

- Demand ambitious standards 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.
- 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' well-being.
- Establish an educational culture of open classrooms as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence

is the standard, leading to clear succession planning.

- Hold all staff to account for their professional conduct and practice.

Systems and Processes

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Welcome strong governance and actively support the local governing board to understand its role and Plymouth CAST to deliver its functions effectively - in particular to support and promote the vision, values and principles of Plymouth CAST, to act as a 'wisdom group' for the school, to support and encourage the Catholic life and mission of the school and to support and challenge the head teacher in fulfilling his or her responsibilities.
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

The Self-Improving School

- Create an outward-facing school that works with other schools and organisations in a climate of mutual challenge to champion best practice and secure excellent achievements for all pupils.
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
- Shape the current and future quality of teaching through high quality training and sustained professional development for all staff.
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- Inspire and influence others within and beyond the school to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Head Teacher Person Specification

Essential	Desirable
Qualifications & training	
Honours graduate or equivalent	
Qualified Teacher Status with substantive whole school leadership experience	NPQH or equivalent
Clear evidence of continual professional development and leadership	Catholic Certificate of Religious Studies or equivalent
Knowledge, skills & experience	
A strong record as an outstanding teacher with a clear understanding of what being an outstanding teacher entails	
Successful leading and management experience as deputy/assistant head or head teacher	
An in-depth knowledge and understanding of the current educational priorities with a clear vision of whole-school management	Experience of developing, leading and evaluating a significant whole school initiative
Experience of fostering and maintaining successful working relationships with all stakeholders, involving them in the school's development	Demonstrating strong community leadership, building strong links with parish and community
Aspiration, commitment and ability to implement strategies for all achieving and maintaining excellence with high standards for all pupils	
Experience of managing change successfully, encouraging innovation and empowering others to carry the vision forward	

Essential	Desirable
Knowledge, skills & experience (continued)	
Commitment to equality of opportunity for all and evidence of promoting equality in people, achievements and staff management	Evidence of promoting high standards of behaviour and attendance across school
Experience and ability to safeguard children's welfare	
Experience securing the active participation of families in pupils' learning	
Personal qualities	
Committed practicing Catholic, upholding the values of the Catholic faith and leading the school in Catholicity in partnership with the parish and school community	Evidence of involvement in parish life and wider community
Effective personal management style, balancing clear leadership with good humour and warmth	
Excellent written and oral communication, listening and negotiating skills for a range of purposes and audiences	
Emotional resilience, stamina and flexibility when dealing with challenges	
High expectations of self and others	