**Our Lady of the Rosary Catholic Primary School**

**Job Description – Headteacher**

The Contract of Employment between the Governing Body and the Headteacher will be the current Contract of Employment for a Headteacher issued by the Catholic Education Service.

The Headteacher is required to comply with the latest, prevailing School Teachers' Pay and Conditions Document which gives details of the roles and responsibilities of the Headteacher.

1. **Brief Description of the School**

Number on roll: 209

Our Lady of the Rosary is a happy and highly successful Catholic Primary school achieving excellent standards.

We focus on the education and development of the whole child through our exciting, challenging curriculum. Our pastoral care makes this a very happy school where children thrive, supported by dedicated staff. We make the most of our outstanding facilities to develop confident and respectful children who enjoy their time at school and are well prepared for the next step in their education.

The Headteacher of our school also has overall responsibility for the management of the Pre-School and After School club, both of which are an integral part of the service which the school provides to the local community.

1. **School Vision**

We aim to offer an excellent, Christ-centred education to all children, which inspires and engages them to reach their full potential in all areas. To achieve this aim, we treat every child as an individual and work in partnership with parents and the parish community.

1. **Mission Statement ‘Joy – Excellence – Service’**

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| At Our Lady of the Rosary school, we aim to be a welcoming Catholic school, based on Gospel values, where everyone is respected for their faith, talent, needs, personality and home background. Within our Catholic school our Mission is to affirm and develop each person's talents and to recognise and support their needs. **We will do our best to achieve these aims by working:-**- to foster in each child a life of faith through a variety of prayer and liturgy according to the traditions of the Catholic Church- to be a caring school where everyone feels part of the community and able to fully develop their potential - to deliver an exciting broad, balanced and differentiated curriculum which promotes children's academic, spiritual, moral, social and cultural development - to promote opportunities for children to develop their intellectual, physical, creative and artistic abilities and to celebrate their achievements - to set, deliver and maintain high standards of teaching, learning and behaviour - to allow all staff to reach their full potential through a commitment to providing good quality staff development and to promoting a healthy work-life balance -  to offer children a stimulating, secure environment in which they will become confident, independent and enthusiastic life-long learners and in which they are able to share their fears and concerns - to encourage children to be considerate, caring, polite and respectful and to become responsible, tolerant and compassionate members of our school and the wider community -  to support and encourage the children to set and work towards their own personal goals and ambitions for the future**4. Job Purpose**The Headteacher is an employee of the Governing Body and is required:* to carry out his/her professional duties in accordance with the school's Trust Deed, the Instrument of Government of the school, Canon Law and the teachings of the Catholic Church and with the terms and conditions of the current School Teachers' Pay and Conditions Document.
* to provide a Catholic vision and leadership for the school, creating, maintaining and developing the conditions that enable pupils and teachers to achieve effective learning so that the school’s aims and objectives are implemented in accordance with the policies of the governing body and national and local education strategy.
* to promote and safeguard the welfare of children and young persons for whom the school and Governing Body is responsible and those with whom they come into contact.
* to take on the role of the Designated Safeguarding Lead for the school.

**5. Key Accountabilities**Shaping the FutureTo work with the governing body and others to maintain and extend the Catholic ethos and create a shared vision and strategic plan for the school to ensure its continued success and effectiveness.Leading Learning and TeachingTo work with the governing body to secure and sustain effective teaching and learning throughout the school, monitoring and evaluating the quality of provision and using available data to set priorities for improvement.Developing Self and Working with OthersTo lead, motivate, support, challenge and develop staff in order to secure and sustain continuous improvement, and to be committed to own continuing professional development.Managing the OrganisationTo deploy people and resources efficiently and effectively to meet specific objectives in line with the school development plan and financial context.AccountabilityTo account for the efficiency and effectiveness of the school to governors and others, including Local Authority, pupils, parents, staff and the local community.Strengthening CommunityTo collaborate with other schools and the wider community in order to share expertise and bring mutual benefits to enhance provision and promote positive relationships.**6. Accountable To:**The Governing Body, through them to the Diocese and to the Director of Education for Surrey LA.Please ***note******Our school is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) check (formerly known as a CRB check).*** |

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