



The Role

Post: Headteacher of The Holy Cross School
Salary: L30 to L38
Direct reports: Two Deputy Headteachers & Finance Director

Job purpose

The Headteacher is responsible for providing vision, leadership and direction for the school in line with the principles and identity required of a Catholic school. They will ensure that it is managed and organised to fulfil its aims and appropriate targets as identified within its Strategic Development Plan. The National Standards of Excellence for Headteachers (2020) define the high standards which are applicable to the Headteacher role. The Teachers' Standards (2011), including the Personal and Professional Code of Conduct which applies to all teachers, provide a foundation upon which the standards for the Headteacher are built. Within this framework, the Governing Body and Diocese are seeking to emphasise the following aspects in the key areas of headship:

Key Areas of Responsibility

1. Catholic purpose and identity of the school

The school has been designated by the Secretary of State as a school with a religious character. The post is therefore reserved for a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

Areas of responsibility:

- 1.1** Ensure that the Catholic identity is reflected in every aspect of the life of the school, in particular in the curriculum, the day-to-day organisation of the school, staff development, staff and pupil relationships and the partnership between school, home, parish, local community, other schools, and other agencies. This duty provides the context for the proper discharge of all other duties and responsibilities.
- 1.2** Promote and safeguard the welfare of pupils for whom the school and Governing Body is responsible and those with whom they come into contact.
- 1.3** Ensure the spiritual and moral development of the school community is promoted through all aspects of school life but particularly through the prayer life and liturgy of the school.
- 1.4** Provide high quality professional Catholic leadership and management of the school, securing success and driving continuous improvement.
- 1.5** Understand, communicate and deliver the mission of our Catholic school.
- 1.6** Establish a culture that promotes excellence, equality and high expectations of all pupils and an understanding and respect of other cultures.



2. Qualities and Knowledge

The Headteacher will be a strong leader working at a strategic level focused on delivering the school's continuous improvement.

Areas of responsibility:

- 2.1** Work with the Governing Body to ensure that the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- 2.2** Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- 2.3** Create and implement a strategic plan, underpinned by sound financial planning, which aims for personal and academic excellence for each member of the school community.
- 2.4** Ensure that policies and practices take account of national, local and diocesan advice.
- 2.5** Maintain a wide knowledge and understanding of current and innovative education trends and developing themes ensuring they can be appropriately adapted for the improvement of the school.

3. Pupils and staff

The Headteacher is responsible for delivering the curriculum, learning environment, teaching provision and standards reflecting the successful performance of an outstanding school.

Areas of responsibility:

- 3.1** Create and maintain an environment which promotes and secures creative, responsive and effective approaches to learning and teaching, high expectations and high standards of achievement.
- 3.2** Ensure that high quality learning and teaching is at the centre of strategic planning and resource management.
- 3.3** Determine and organise the curriculum so there are real, relevant and planned opportunities to embed purposeful links and connections with religious education, collective worship, liturgy, prayer and provision for pupils' spiritual, moral, social and cultural development.
- 3.4** Monitor and evaluate curricular provision, regularly review classroom practice and the achievement of all pupils in order to set and meet challenging, realistic targets for continuous improvement.
- 3.5** Promote high standards of behaviour and models of behaviour management that are characterised by self-discipline that is nurtured and exercised out of respect for the dignity of every person.
- 3.6** Lead strategies for inclusion and access to a broad, balanced and relevant curriculum that is suited to the abilities and aspirations of all our pupils.



- 3.7** Create a positive and collaborative learning culture within the school by treating people fairly, equitably and with dignity, justice and respect to create and maintain the Catholic ethos.
- 3.8** Promote pupils' spiritual growth and maturity from a perspective of faith, through the planned curriculum, relationships within the school, and their experience of living and working as part of the school community.
- 3.9** Lead all staff in the development and the continuing formation of the school's Catholic identity.
- 3.10** Establish and maintain effective systems of planning, assessment for learning, recording and reporting, using data and benchmarks to monitor progress in every student's learning.
- 3.11** Develop and maintain a culture reflecting high expectations for self and for others and take appropriate action when these standards are not met.
- 3.12** Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring that there is a clear delegation of tasks and devolution of responsibilities.
- 3.13** Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- 3.14** Work with governors and senior colleagues to recruit and employ staff, and consider how each person appointed will contribute to building the school's Catholic mission and educational goals and priorities.
- 3.15** Develop and maintain effective strategies and procedures for staff induction, professional development and performance reviews.
- 3.16** Manage one's own workload and that of others to allow for an appropriate work/life balance with a positive focus on wellbeing.

4. Systems and Process

The Headteacher is responsible for managing the overall performance of the school in a structured controlled, measurable and financially stable manner.

Areas of responsibility:

- 4.1** Ensure the organisational structure which reflects the school's values and mission statement and enables the management systems, structures and processes to work effectively in line with legal requirements.
- 4.2** Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- 4.3** Exercise strategic curriculum-led financial planning to ensure equitable budget and resource deployment in the best interests of students' achievements and the school's sustainability.
- 4.4** Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and to provide value for money.



- 4.5** Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the school community.
- 4.6** Work with the Chair of Governors to enable the Governing Body to meet its responsibilities in relation to specific requirements of governance in a Catholic school in terms of the Trust Deed, admissions, personnel and financial matters.
- 4.7** Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities.
- 4.8** Ensure individual staff accountabilities are clearly defined, are in accordance with the aims and objectives of the school, are understood and agreed and subject to rigorous review and evaluation.
- 4.9** Provide and present a coherent and accurate account of the school's performance to a range of audiences (including governors, parents and carers, the diocese, the DfE, EFSA, the local community and OFSTED) to enable them to play their part effectively.
- 4.10** Co-operate and work with the relevant agencies to protect children.

5. The self-improving school system

The Headteacher will consider the wider environment that the school community exists within.

Areas of responsibility:

- 5.1** Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context.
- 5.2** Be committed to the good of the community, not only to our family of schools, but to the local and wider Catholic community we serve.
- 5.3** Promote and support the positive benefits of living within a culturally and ethnically diverse society, building a school culture and curriculum that is inclusive and respectful of all cultures, faiths and beliefs since the Church believes that every individual has unique value in the eyes of God.
- 5.4** Ensure that learning experiences for pupils are linked into opportunities provided in the local and global community.
- 5.5** Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and their religious, spiritual, moral and cultural development.
- 5.6** Seek opportunities to work community figures, businesses and other organisations to enhance and enrich the school and its value to the wider community.
- 5.7** Contribute to the development of the education system by sharing effective practice, working in learning networks and partnerships with other schools, and by promoting innovative initiatives.