

St Hilda's Church of England (Voluntary Aided) School, Firwood, Manchester.

HEADTEACHER

JOB DESCRIPTION

1. Particulars

This appointment is with the Governing Board of the school under the terms of the school's contract and signed with the Board as employer.

Appointment from: September 2018.

Salary: L18 - £59,857

(or more within the Individual School Range, up to L24 (£69,330) as may be justified).

Accountability: To the Governing Board

Performance Management: The Headteacher's Performance Management Committee.

The appointment is subject to the current conditions of employment of headteachers, contained in the School Teachers' Pay and Conditions document, other current educational and employment legislation, including the GTC Code of Professional Values and Practice, and the terms of the contract with the Governing Board.

2. Professional Responsibilities

The headteacher is required to meet the Requirements and Responsibilities set out in the School Teachers' Pay and Conditions Document 2017 Paragraphs 44-47, or their equivalents in subsequent revisions of this document.

The headteacher will strive for excellence in all aspects of their leadership of the school. What this means is set out in the National Standards for Excellence for Headteachers January 2015, and is further defined and focused below in the context of this Church school.

The previous National Standards for Headteachers embodied three key principles which remain crucial, namely that the work of the headteacher should be:

- learning-centred;
- focused on leadership; and
- reflect the highest possible professional standards.

The Governing Board further require the headteacher of St Hilda's School to lead by example to ensure that the school continuously expresses its Christian ethos in all areas and actions.

In carrying out his/her duties, the headteacher shall consult, where appropriate, with the Governing Board, the staff of the school, its pupils and the parents/carers of its pupils. Also, the Governing Board has granted advisory rights to Manchester Diocesan Board of Education and Trafford Local Authority.

2.A The Essential Role of the Headteacher in St Hilda's School

The headteacher has the key leading role within the staff in achieving excellence as a Church of England primary school. He or she is critical to the school's mission and aims, working well with all members of the school family. It is the headteacher's leadership and management that ensures teaching and learning is of the highest quality, empowering pupils and staff to achieve their full potential. This must flow from a truly Christian view of each person being sacrificially loved by God, blessed with unique personality and gifts.

Therefore, the Governing Board expects the headteacher to be an excellent leader:

1. Professionally: to provide leadership and management for the school within the context of the school's Christian ethos and the Governing Board's threefold responsibility (see Governance Handbook 1.1.2 – (a) clear vision/ethos/strategy; (b) accountability; (c) financial oversight).
2. Spiritually: to develop, inspire, foster and embody the Christian ethos and culture of the school, defined by its mission statement and aims, consistent with and supported by the church foundation of the school (St Hilda's Church and Manchester Diocese).

The headteacher is accountable to the Governing Board, and works with governors to develop and provide vision, leadership and strategic direction for the school, and ensures that it is managed and organised to meet its aims and targets. The headteacher promotes a clear and confident Christian ethos, within which excellence, equality and high standards are secured in all areas of school life. The headteacher draws on the support of St Hilda's Church, other local churches, and the wider community and communities, to secure a rich Christianly framed learning environment, which is engaging and fulfilling for all pupils. This celebrates and builds on the wonderful diversity of the local community and school family.

The headteacher, working with governors and others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards. He/she develops policies and practices that ensure both smooth day-to-day management, organisation and administration, and also that school resources are efficiently and effectively used to achieve the school's aims.

The headteacher secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, Diocesan and Local Authority officers, other educational institutions and employers. Through such partnerships and other activities, the headteacher plays a key role in contributing to the development of the education system as a whole and collaborates with others to raise standards locally.

2.B Standards of Excellence for the Headteacher in this Church School

Professional Leadership

The National Standards for Excellence for Headteachers January 2015 form the professional framework for the headteacher in providing excellent leadership of the school.

Professional and Spiritual Leadership in St Hilda's School specific context

In **addition** to the National Standards of Excellence for Headteachers, **distinctive matters for leadership of St Hilda's as a Church School, within the same four domains and in its local context, are set out below.**

1. Qualities and knowledge

1. Hold and articulate a clear orthodox Christian worldview, focused on fostering outstanding education and joy in learning.
2. Act personally in line with the school ethos and mission statement.
3. Demonstrate how lively Christian faith, with commitment to the Bible's contemporary relevance, shapes values and vision, promotes strong relationships and confident personal development for all in school, and values diversity and independence of thought.
4. Inspire, lead and develop the school as a worshipping community, prizing education framed by Christian values.
5. Secure knowledge and understanding of church school distinctiveness, keeping up with national and diocesan developments, and, in particular, ensure high quality in RE and all other matters scrutinised within section 48 SIAMS inspections.
6. Be committed to the power and importance of prayer.
7. Be aware of and enthusiastic to engage well with the rich, diverse resources of the local communities/environment – human, physical, commercial and spiritual.
8. Appreciate the cultural and/or language backgrounds for some families in this context and how to work well with them.

2. Pupils and staff

1. Operate on behalf of the Governing Board as the employer of the staff and board of managing trustees for the school.
2. Act as a spiritual as well as professional leader to staff and pupils.
3. Secure highly Christian interpersonal standards of fairness and respect, where assertiveness is tempered by humility, and challenge by compassion.
4. Work with the Governing Board to develop, retain and recruit members of staff who are able and willing to contribute well to the Christian ethos of the school.
5. Resource the collective worship, prayer and Christian character of the school, securing unity by embracing diversity.
6. Love children and secure excellent behaviour through drawing out their individual characters rather than enforcing uniformity.

3. Systems and process

1. Ensure that policies and practices are in accord with Christian values/principles taking full account of Diocesan and National Society guidance.
2. Ensure the Christian ethos of the school and expectations of how people should be treated in that context are fully worked into all staffing and behaviour policies.
3. Seek the highest standards in all communication, ensuring this is timely and appropriate, fully evidence based as needed.
4. Welcome and actively support the Governing Board to deliver its specific foundation duty to sustain the Christian ethos of the school.
5. Distribute leadership of the Christian ethos well throughout the school.
6. Ensure the school is, and actively support the Governing Board in also being, accountable to the church and diocesan foundations for the school.
7. Ensure the effective administration of the Governing Board fund/account(s) and responsibility for 10% contributions to devolved capital formula and LCVAP expenditure.

4. The self-improving school system

1. Foster an “upward-facing” school – with a vision borne out of thoughtful Christian faith and a desire to be under God’s lead.
2. Secure good mutually supportive relationships with nearby church schools and professionals working in that context.
3. Liaise effectively with governors, staff and other stake holders to shape and produce a school development plan that includes the church character and Christian ethos of the school and lead this forward well.
4. Strive for excellence in a holistic and well informed Christian understanding of education whose dimensions may contain aspects both in common with and in tension with current trends and focuses.
5. Celebrate achievement in the development of the whole child not only those matters that are measured externally.
6. Involve parents and carers, church and community members, businesses or other organisations in enhancing and enriching the school, and further the school’s contribution to the wider community in return.

3. Critical Pre-Requisites and Other Essential Criteria

The headteacher is required to provide a safe environment, safeguarding and promoting the welfare of children and young people

St Hilda's School is committed to the safeguarding and promoting the welfare of children and young people and adults at risk, and ensuring they are protected from harm. The Governing Board expects and requires all staff to share this commitment fully. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

This post is exempt from the Rehabilitation of Offenders Act. An enhanced DBS check will be made and must be satisfactory both at appointment and at all times subsequent to appointment.

The headteacher must provide sufficient professional references prior to interview and possible appointment, to the Governing Board's satisfaction, and demonstrate the professional and personal qualities needed for this post

The headteacher must be able, and will be required, to be faithful to the church foundation and Christian ethos of the school

The headteacher must provide sufficient spiritual references prior to interview and possible appointment, to the Governing Board's satisfaction, and demonstrate the spiritual and personal qualities needed for this post

4. Contractual Status of this Job Description

This job description forms part of the School's contract of employment of the person appointed to the post. It reflects the position at the present time and may be reviewed in negotiation with the employee in the future.

The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to headteachers.