Role Profile & Job Description

Role purpose

The Headteacher will provide inspirational, strategic and operational leadership for the school, ensuring that every child is supported to thrive academically, personally and spiritually. Working closely with the Board of Trustees and the wider school community, the Headteacher will establish a clear vision for the school's future, maintain high standards of education and safeguarding, and build a positive, ambitious and inclusive culture.

Strategic leadership

- Provide a compelling vision and clear strategic direction for the school.
- Work effectively with Trustees to develop and deliver the school's strategic priorities.
- Lead continuous improvement while preserving the values and strengths of the school.
- Provide Trustees with clear, accurate information that enables effective governance and constructive challenge.

Safeguarding

- Create a strong and visible safeguarding culture throughout the school.
- Ensure statutory safeguarding requirements, policies and procedures are consistently implemented.
- Ensure staff understand their individual responsibilities for safeguarding and pupil welfare.
- Work constructively with Trustees to provide appropriate safeguarding assurance.

Educational leadership

- Promote high expectations for teaching, learning, behaviour and pupil achievement.
- Ensure a broad, engaging and appropriately ambitious curriculum.
- Use evidence and data effectively to identify priorities and drive improvement.
- Ensure pupils with additional or special educational needs receive appropriate support.

Catholic ethos and community

- Promote and develop the school's Catholic character and mission.
- Ensure the school's values are visible in its leadership, curriculum and everyday life.
- Build positive relationships with the Diocese, parish and wider Catholic community.
- Foster a welcoming environment for families of different faiths and backgrounds.

People and culture

- Lead, motivate and develop a high-performing staff team.
- Create a culture in which staff feel valued, supported and accountable.
- Develop leadership capability and succession within the school.
- Communicate openly and effectively, particularly during periods of change.

Financial and operational leadership

- Work with the school's finance manager and Trustees to ensure resources are deployed effectively.
- Contribute to robust budget planning and long-term financial sustainability.
- Ensure appropriate financial controls and value for money.
- Oversee the effective management of the school's premises, resources and operational requirements.

Governance, compliance and inspection

- Build a strong, constructive relationship with the Board of Trustees.
- Ensure compliance with relevant regulatory and statutory requirements.
- Maintain continuous readiness for external inspection.
- Provide clear evidence and assurance to Trustees regarding educational standards, safeguarding, compliance and school improvement.