

# Headteacher

**Job Role:** Headteacher  
**Location:** Academy of St Francis of Assisi, Gardner's Dr, Liverpool L6 7UF  
**Salary:** Leadership Pay Scale: L29-L33  
**Contract:** Permanent,  
**Reports to:** The Director of Secondary Education/Executive Headteacher

The Academy of St Francis of Assisi is a unique and special place to work. It is a vibrant and happy school, serving a diverse community in the heart of Liverpool.

We have a high proportion of students who qualify for pupil premium.

We have a much higher than average number of students for whom English is an additional language. Many of these students also newly arrived in the country. There are 64 languages spoken at the Academy with 58 nationalities represented amongst students. This diversity makes our Academy a very special place.

A higher-than-average percentage of students have SEND. On average, students arrive at the Academy well below KS2 national expectations. All years are at their admission number for 2024-25. We are on a real journey of curriculum improvement and are looking for a special person to join our Academy and help to build upon the improvements already underway.

The Academy of St. Francis of Assisi benefits from its membership of the All Saints Multi Academy Trust, a unique Joint Denominational Multi Academy Trust in Liverpool.

“Don't change the world, change worlds.”

## Key Duties and Responsibilities

- To promote a secure foundation from which to achieve high standards in all areas of the academy's work through establishing a high-quality education.
- Effectively managing teaching and learning to realise the potential of all pupils.
- Establish a culture that promotes excellence, equality and high expectations of all pupils.
- Ensuring that religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church and Church of England and follows agreements reached between the Archdiocese and Diocese on religious education in a Joint school.
- Provides vision, leadership and direction for the academy and ensures that it is managed and organised to meet its aims and targets.
- Working with others, to be responsible for evaluating the academy's performance to identify the priorities for continuous Improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the academy's aims and objectives and for the day-to-day management, organisation and administration of the academy.
- To secure the commitment of the wider community to the academy by developing and maintaining effective partnerships with, for example, other academies, other services and agencies for children, parishes, the Diocese, the Archdiocese, the Local Authority, higher education institutions and employers, playing a key role in contributing to the development of the education system as a whole and collaborating with others to raise standards locally.
- Creating a productive learning environment that is engaging and fulfilling for all pupils.

## A. The six key areas of the Headteacher post

### I. Shaping the Future

The strategic direction and development of the academy stems from the educational mission of the two Churches. The Headteacher will ensure that his/her leadership demonstrates commitment to promoting and developing the academy's distinctive Christian identity through the search for excellence in all areas of this work.

Critical to the role of Headteacher is working with the governing body, the Executive Headteacher/Chief Executive Officer and others to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community. This vision should express core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

The Headteacher will:

- Work within the academy and parish communities to create and promote an educational vision and values for the academy which take account of the academy's Christian mission and of the diversity, values and experiences of the academy and the community it serves.
- Ensure the vision for the academy is clearly articulated, shared, understood and acted upon effectively by all.
- Work within the academy community to translate the vision into agreed objectives and operational plans which will promote and sustain academy improvement.
- Demonstrate the vision and values in everyday work and practice.
- Motivate and work with others to create a shared culture and positive climate.
- Encourage creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensure that strategic planning takes account of the diversity, values and experience of the academy and community at large.

## 2. Leading Learning and Teaching

In a Catholic and Church of England academy the Headteacher leads a learning community rooted in Christian belief and principles. The search for excellence is given expression in learning and teaching which recognise pupils' individual worth as made in the image and likeness of God. The Headteacher will lead the school community in promoting positive attitudes to learning amongst pupils and staff which stem from Christ's vision for humanity.

The Headteacher has a central responsibility for raising the quality of teaching and learning and for pupils' achievement. This implies setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning.

The Headteacher will:

- Enable a consistent and continuous academy-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- Ensure high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church and Church of England.
- Ensure quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Christian nature, purpose and aims of the academy.
- Ensure arrangements for the daily Act of Collective Worship and the spiritual life of the academy.
- Ensure the policy for Religious Education, as agreed with the Archdiocese and Diocese, is fulfilled
- Establish creative, responsive and effective approaches to learning and teaching.
- Build a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrate and articulate high expectations and set stretching targets for the whole academy.
- Implement strategies which secure high standards of behaviour and attendance.
- Initiate and implement a diverse, flexible curriculum and implement an effective assessment framework.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge underperformance at all levels and ensure effective corrective action and follow-up.

### 3. Developing Self and Working with Others

In a Joint Catholic and Church of England academy the role of a Headteacher is one of leadership of a learning community rooted in faith. The Headteacher's leadership should take Christ as its inspiration. The Headteacher's work with staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God.

Effective Headteacher's manage themselves and their relationships well. The role of Headteacher is about building a professional learning community which enables others to achieve. Through performance management and effective continuing professional development practice, the Headteacher supports all staff to achieve high standards. To equip themselves with the capacity to deal with the complexity of the role and the range of leadership skills and actions required of them, the Headteacher should be

The Headteacher will:

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive academy culture consistent with the Christian ethos of the academy and its mission.
- Build a collaborative learning culture within the academy and actively engage with other academies especially other Christian institutions to build effective learning communities.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review in the context of a Joint Catholic and Church of England academy.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Manage own workload and that of others to allow an appropriate work/life balance.

#### 4. Managing the Organisation

In this Joint Catholic and Church of England academy all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the academy's Mission Statement.

The Headteacher needs to provide effective organisation and management of the academy and seek ways of improving organisational structures and functions based on rigorous self-evaluation. The Headteacher should ensure that the academy and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment. These management responsibilities imply the re-examination of the roles and responsibilities of those adults working in the academy to build capacity across the workforce and ensure resources are deployed to achieve value for money. The Headteacher should also seek to build successful organisations through effective collaborations with others.

The Headteacher, in collaboration with the Executive Headteacher/Chief Executive Officer will:

- Create an organisational structure which reflects the academy trust's Christian values, and enables the management systems, structures and processes to work effectively and legally.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the academy trust and its facilities.
- Ensure that policies and practices take account of national and local circumstances, policies and initiatives and of Archdiocese and Diocesan priorities.
- Manage the academy's financial and human resources effectively and efficiently to achieve the academy's educational goals and priorities.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the academy trust.
- Implement successful performance management processes with all staff.
- Challenge inappropriate staff behaviour and deal effectively with staffing issues, including those relating to conduct, competence and attendance.
- Manage and organise the academy environment efficiently and effectively to ensure that it reflects the distinctive characteristics of Christian education and meets the needs of the curriculum and health and safety regulations.
- 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 provide value for money.
- Use and integrate a range of technologies effectively and efficiently to manage the academy.
- Promote the academy within the wider community.
- Develop the academy's environmental specialism so that it is recognisable throughout the academy and its curriculum.

## 5. Securing Accountability

In this Joint Catholic and Church of England academy the Headteacher fulfils his or her responsibilities in accordance with the Instrument of Government. He/she supports the governing body in fulfilling its responsibilities to the Diocese and Archdiocese under Canon Law as well as in accordance with national legislation.

The Headteacher is accountable to a wide range of groups, particularly pupils, parents, carers, governors, parishes, the Diocese, the Archdiocese and the LA. The Headteacher is accountable for ensuring that pupils enjoy and benefit from a high-quality education, for promoting collective responsibility within the whole academy community and for contributing to the education service more widely. The Headteacher is legally and contractually accountable to the governing body for the academy, its environment, the fulfilment of its Christian mission and all its work.

The Headteacher will:

- Fulfil commitments arising from contractual accountability to the governing body.
- Develop a Christian ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities and secure the distinctive Christian character of the academy.
- Monitor and evaluate the performance of the academy and its achievements as a Catholic and Church of England academy
- Develop and present a coherent, understandable and accurate account of the academy's performance to a range of audiences including governors, parents and carers.
- Reflect on personal contribution to academy achievements and take account of feedback from others.

## 6. Strengthening Community

In a Joint Catholic and Church of England academy the Headteacher is responsible for the mission of the academy to the local and wider Christian community and beyond. He/she will collaborate with the parish and other Christian organisations as well as with the wider educational community for the benefit of the academy's community and others. He/she will demonstrate a belief that community and academy are interdependent and that engagement with the community promotes academy development.

The Headteacher should commit to engaging with the internal and external academy community to secure equity and entitlement. The Headteacher should collaborate with other schools/academies in order to share expertise and bring positive benefits to their own and other schools/academies. The Headteacher should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the wellbeing of all children. The Headteacher shares responsibility for leadership of the wider educational system and should be aware that academy improvement and community development are interdependent.

The Headteacher will:

- Build an academy culture and curriculum based on Gospel values, the teaching of Jesus Christ and the two Churches, which take account of the richness and diversity of the academy's communities.
- Create and promote positive strategies for challenging prejudice and dealing with harassment.
- Ensure learning experiences for pupils are linked into and integrated with the wider community and promote commitment to serving the common good.
- Ensure a range of community-based learning experiences.
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers as the prime educators to support and improve pupils' achievement and personal development.
- Seek opportunities to invite parents and carers, the parish community, businesses or other organisations into the academy to enhance and enrich the academy as a faith community and its value to the wider community.
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools/academies and promoting innovative initiatives.
- Co-operate and work with relevant agencies to protect children.

## Person Specification

<b>Qualifications and Training</b>	<b>Essential</b>	<b>Desirable</b>
Degree	✓	
QTS	✓	
Higher qualification in education and/or management		✓
NPQH		✓
Participation in recent relevant CPD	✓	
<b>Experience</b>		
At least 2 years experience as a Deputy Head in an Academy/Secondary school	✓	
Proven track record of raising educational standards within an Academy/Secondary school	✓	
Experience of leading whole Academy/School curriculum planning, development and implementation	✓	
Experience of developing, implementing and managing effective whole Academy/School systems for monitoring students' progress	✓	
Experience of working at a senior level in an Academy/School where significant improvement has been achieved	✓	
Experience of leading and development of staff through formal performance management	✓	
Experience of managing HR matters		✓
Pastoral experience at senior management level	✓	
Experience of successful collaborative partnerships between Academies/Schools	✓	
Experience of managing a budget	✓	
Experience of working in a leadership capacity in at least two secondary Academies/Schools	✓	
Experience of managing safeguarding in a school environment	✓	
<b>Shaping the future</b>		
Capacity to recognise and build on the recent improvements of the Academy/School and formulate a vision for innovation and further improvement	✓	
Comprehensive knowledge of current and future educational developments.	✓	
Knowledge of legislation relating to education	✓	
Experience of successfully leading change and inspiring others	✓	
Experience of leading and implementing continuing improvement	✓	
Involvement in leading an Academy/School to achieve improved Ofsted judgements	✓	
<b>Leading, Teaching and Learning</b>		
Having a student-centred educational philosophy	✓	
Ability to lead by example and inspire high quality teaching and learning	✓	
Ability to inspire, demonstrate and support the highest of expectations for all students	✓	
Ability to recognise outstanding classroom practice	✓	
<b>Developing self and working with others</b>		
Ability to set appropriate and challenging targets for self and others	✓	
Able to make decisions and delegate appropriately	✓	

Commitment to the encouragement, empowerment and development of staff	✓	
Commitment to own ongoing self development	✓	
Commitment to working collaboratively with other Academies/Schools and stakeholders	✓	
Ability to reflect on current practice	✓	
Awareness of the importance of work-life balance for all staff	✓	
<b>Managing the organisation</b>		
Capacity to build and manage high performance teams	✓	
Ability to use strong and effective management systems.	✓	
Excellent verbal communication skills in one to one meetings and group presentations	✓	
Clear and concise written communication skills	✓	
The ability to access, analyse and interpret a range of data	✓	
Commitment to developing strong links and partnerships with trustees, staff, parents/carers, students, the wider community and other Academies/Schools	✓	
Understanding of financial management and curriculum based budgeting	✓	
<b>Securing accountability</b>		
Ability to delegate responsibility with accountability	✓	
Capacity to sustain the ongoing improvement of results	✓	
Experience of demonstrating robust evidence of progress and improvement	✓	
<b>Strengthening community</b>		
Proactive approach to ensuring excellent communication with parents and carers	✓	
Ability to promote and develop outstanding links with the community	✓	
Evidence of developing positive links with feeder primary Academies/Schools and local secondary Academies/Schools	✓	
Experience of working with outside agencies to secure improved outcomes for students	✓	
<b>Personal qualities and attributes</b>		
Passionate about education with a clear commitment to quality	✓	
A commitment to inclusion and equal opportunities	✓	
The ability to identify and establish the principles of an outstanding/exceptional Academy/School	✓	
Firm and fair management style with interpersonal awareness and concern for impact	✓	
Can lead from the front, and lead by example with high professional standards	✓	
Commitment to upholding the Christian ethos of the Academy	✓	
Practicing Christian		<b>Advantageous</b>
<b>Safeguarding</b>		
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Excellent understanding of statutory safeguarding requirements	✓	