

HEADTEACHER JOB DESCRIPTION

With Christ as our Guide. Learning Together. Loving God and each other. Becoming the best we can be.

JOB PURPOSE:

To lead and manage the school in consultation with the Governing Body, in order to provide a Catholic Christian educational community in which all are enabled to achieve their highest potential.

RESPONSIBLE TO:

The Headteacher is an employee of the Governing Body and is required to carry out professional duties as detailed in this job description, the Articles of Association and Memorandum of Understanding for St Peter's Voluntary Academy and, where applicable, those set out in the current School Teachers' Pay and Conditions Document. The School's objectives relate to the provision of Catholic education and the School is part of the Catholic Church and, as such, is to be conducted as a Catholic School in accordance with canon law and the teachings of the Catholic Church.

QUALITIES AND KNOWLEDGE

The Headteacher will:

- 1 Hold and articulate Catholic and Lasallian values and ensure that they are deeply embedded and visible amongst pupils and staff, promoting the Catholic identity of the Academy and the teachings of the Church.
- 2 Be the lead professional in the School, working with the governing body to provide vision, leadership and direction, and ensure the School is led and managed in such a way that promotes the Academy's mission statement.
- 3 Further develop a collective and collegiate leadership approach across the whole academy.
- 4 Lead the community in the development of faith and spiritual life especially through the religious education programmes, prayer life and liturgy of the School.
- 5 Lead an education in moral principles for all through the experience of life in a community founded on Gospel values.
- 6 Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils, parents and staff and promote the Academy in the local community, especially amongst local Church communities.
- 7 Lead by example – with integrity, creativity, resilience and clarity – drawing on scholarship, expertise and skills.
- 8 Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally and pursue continuous professional development.
- 9 Work with political and financial astuteness, within a clear set of principles centred on the School's vision, ably translating local and national policy into the School's context.
- 10 Take responsibility for one's own professional development as the Headteacher and participate in an annual review as part of the agreed appraisal process.

STUDENTS AND STAFF

In accordance with the School's Catholic ethos, the Headteacher will:

- 1 Promote the intrinsic and unique value and worth of the individual as created and loved by God; recognise, develop and celebrate the gifts of each member of the community.
- 2 Develop and continually evaluate the holistic curriculum (from 4 to 18) and effective pedagogy of the whole School to ensure continuity, coherence, progress and relevance.
- 3 Secure excellent teaching through a shared expectation of outstanding teaching and an analytical understanding of how pupils learn and of the core features of successful classroom practice.
- 4 Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other drawing on and conducting relevant research and robust data analysis.
- 5 Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning, developing capacity within others especially the senior and middle leadership teams.
- 6 Instil a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- 7 Create a climate for learning and a system of monitoring and intervention that enables all students to thrive.

- 8 Ensure regular feedback from staff, pupils and parents; communicating and acting upon the results as appropriate.
- 9 Work towards the development of a culture of inclusion rather than exclusion, create and promote positive strategies for challenging all types of prejudice and discrimination ensuring care and the education of those who are socially, academically, physically or emotionally disadvantaged.
- 10 Be accountable for the performance, pupil progress, and academic results of the Academy at every level and key stage.

SYSTEMS AND PROCESSES

In accordance with the School's Catholic ethos, the Headteacher will:

- 1 Ensure change is managed in line with the School's mission statement.
- 2 Ensure that the School's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- 3 Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- 4 Ensure that health and safety policies are fully implemented and managed.
- 5 Ensure individual staff responsibilities are defined clearly, understood and agreed and are subject to review and evaluation, holding all staff to account for their professional conduct and practice.
- 6 Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- 7 Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set School strategy and hold the Headteacher to account for pupil, staff and financial performance.
- 8 Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the School's sustainability.
- 9 Ensure stewardship of the buildings and grounds in relation to Diocesan and Lasallian requirements.
- 10 Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

THE SELF-IMPROVING SCHOOL SYSTEM

Working in a spirit of collaboration to secure Catholic principles of equity and entitlement, the Headteacher will:

- 1 Enable regular reflection on core purposes to strengthen and renew the life of the School as a Catholic community.
- 2 Work with the governing body for the continuous improvement in standards in all areas, of staff as well as pupils, and for ensuring the equality of opportunity for all.
- 3 Encourage others in a reflective approach to practice, providing a role model which inspires and encourages all to continue the journey in faith.
- 4 Present a coherent, understandable and accurate account of the Academy's performance to a range of audiences including parents, governors, the Diocese and De La Salle Order, Ofsted, and the RSC.
- 5 Recognise the help that can be provided by the Diocese, De La Salle order (nationally and internationally), the Catholic Education Service and other Catholic agencies and schools.
- 6 Develop strong and effective partnerships with parents, past pupils and parents, businesses, public providers, partner primary schools, other local schools and other stakeholders to improve academic and social outcomes for all pupils.
- 7 Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- 8 Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- 9 Inspire and influence others – within and beyond schools – to believe in the fundamental importance of education in young people's lives and to promote the value of education.

The governing board is committed to safeguarding and promoting the welfare of children and young people. The Headteacher must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection. Appointment is conditional upon receipt of satisfactory Disclosure and Barring Service (DBS) checks in relation to criminal and child protection matters.