**ST PETER’S SCHOOL**

*A Catholic Voluntary Academy Trust*

**JOB DESCRIPTION FOR HEAD OF PRIMARY PHASE**

The role is to ensure that

• the Primary phase is conducted as a Catholic school in accordance with the teachings of the Catholic Church and Canon Law, and in accordance with the Objects of the Academy

• religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church

• religious worship is in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church.

Accountable for:

A. Collective leadership of the School

B. Leading learning and teaching

C. Managing the organisation

D. Working with Stakeholders

Line manager: Headteacher

Direct line management: initially the teachers and staff of St Peter’s Primary Phase

**SPECIFIC TASKS**

**A**

**Collective leadership of the School**

1. To act as a full member of the Senior Leadership Team (SLT) and contribute to the decision-making process
2. To support the Catholicity and Mission of the School and its values, its liturgical and spiritual life by ensuring that decisions and actions are in keeping with the values of the Gospel and the teaching of the Catholic Church and the Lasallian tradition
3. Work with the Headteacher, Governing Body and other key stakeholders to ensure the school’s vision is clearly articulated, shared, understood and acted upon effectively by all
4. To share involvement in creating a vision for the school’s improvement and agree its purpose in terms of outcomes for students, staff and the wider community
5. Provide leadership and direction for the Primary phase, focusing on improving teaching and learning, through high expectations, self-evaluation and the continual professional development of staff
6. To ensure that strategic planning is based on the GB’s policies and takes account of the values of the school and wider community and the mission of the Church in education
7. To share involvement in creating and realising the school’s improvement plan across all phases
8. To provide professional leadership and a role model within the school community
9. To exercise responsibility for the day-to-day management and organisation of the Primary phase
10. To create an environment that promotes and secures good teaching, effective learning, high standards of achievement, good behaviour and discipline across all phases
11. To line manage specified middle leaders through a process of regular review, support and the School’s performance management / appraisal procedures
12. To attend SLT meetings and training
13. To attend relevant governing body meetings and governors’ committee meetings
14. Create a safe and productive learning environment that is engaging and fulfilling for all students

**B**

**Leading learning, teaching and the curriculum**

1. Ensure that learning is at the centre of strategic planning and resource management, using our ‘all-through’ status to share expertise and knowledge
2. Promote a culture of learning amongst staff and pupils and engage parents / carers
3. Create an ethos of challenge and support where all students can achieve success and become engaged in their own learning
4. In consultation with the GB and in conjunction with the SLT develop curriculum policies and practices that meet statutory requirements meet the needs of all pupils
5. In conjunction with the SLT develop an innovative and effective Primary curriculum that responds to the needs and aspirations of its pupils and acknowledges their individual worth as children of God
6. Work with the SLT to create a seamless curricular transfer to key stage 3
7. Secure high quality religious education for all pupils in accordance with the teachings and doctrines of the Catholic Church
8. Ensure high quality Personal, Social and Health Education in accordance with the teachings and doctrines of the Catholic Church Diocesan policies
9. Ensure quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purposes and aims of the school
10. Maintain a consistent and continuous focus on pupils’ achievement, ensuring teachers use data effectively and assess for learning
11. Implement strategies that maintain high standards of behaviour and attendance
12. Take a strategic role in the development and use of new and emerging technologies to enhance and extend the learning experience of pupils
13. Monitor, evaluate and review classroom practice and promote improvement strategies, challenging underperformance and providing remedial action.

**C**

**Managing the organisation**

1. Along with the SLT develop an efficient and effective organisational structure (including teaching and associate staff)and lines of referral and communication that reflect the school’s Catholic values and Lasallian tradition
2. Ensure individual staff accountabilities are clearly defined, understood and agreed, and are subject to regular review and evaluation
3. Create and develop a culture that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for the outcomes across all the school phases
4. Ensure members of the school community are treated with fairness, dignity and respect to create and maintain a positive school culture consistent with the Catholic ethos of the school and its mission
5. Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities
6. Develop and implement policies and practices in line with those of the whole school but appropriate to the age range of the Primary phase
7. Along with the School Business Manager (SBM) operate the school’s financial resources effectively and efficiently to achieve the educational goals and priorities
8. Along with the Headteacher, recruit, retain and deploy staff appropriately and assist in managing their workload to achieve the school’s vision and goals
9. Along with the SBM and Site & Premises Manager oversee the school environment to ensure that it meets the needs of the curriculum and health and safety regulations
10. To work with the SLT to provide an environment that is safe and free from fear and intimidation and to operate effective child protection procedures

**D**

**Working with Stakeholders**

1. Develop and present a coherent and accurate account of the school’s performance to a range of audiences, including Governors, parents and carers
2. To be accountable for the promotion of the Primary phase publicising to prospective parents / carers, the local Catholic parishes and the general community
3. Create and maintain an effective partnership with parents and carers to support and improve pupils’ achievement and personal development
4. Use links with parents / carers, the wider Catholic community, our Lasallian links, other denominations and faiths, the business, sporting and art communities and the general public to enrich and enhance the learning experiences of the pupils
5. Collaborate with our partner Catholic primary schools particularly in the Bournemouth and Avon & Stour pastoral areas for the mutual benefit of all
6. Co-operate and work with relevant agencies to protect and support children