



Title: Headteacher
Accountable to: Directors & Trustees
Salary:
Start date: September 2024 or before

Vision and Purpose

The Headteacher will be fully responsible for, deliver on, and secure the objectives of the Charitable Trust; to deliver at Beaulieu an Education within the Roman Catholic Tradition, in accordance with the requirements for this laid down by the Catholic Diocese of Portsmouth and which also incorporates the values and legacy of our founding sisters, the Order of the Immaculate Conception. This role requires a practising Catholic, who can lead by example and ensure that the School is distinctively catholic in all things.

The core purpose of the Headteacher is to provide vision, direction, professional leadership, and management of the School. This vision includes; core educational values, moral purpose, and to be inclusive and adaptive to the needs of all students. The Headteacher will promote a secure foundation from which to achieve high standards in all areas of the School's work. The Headteacher will establish high quality education by ensuring that teaching and learning, personalised to the needs of all students, provides an effective foundation for life. The Headteacher will establish a culture that promotes excellence, equality, and high expectations for all students. This will include ensuring that Religious Education and RSE are in accordance with the teachings, doctrines, discipline, and general and particular norms of the Catholic Church.

Duties and Responsibilities of the Headteacher:

In a Catholic School, these duties and responsibilities will be in accordance with the teachings, values, and culture of the Catholic Faith.

- Lead, develop and hold accountable all members of the Executive Leadership Team (ELT) of the School on behalf of the Board of Trustees
- Provide balanced and effective leadership, guidance and judgement to the ELT, & the Primary and Secondary Senior Leadership Teams, thereby securing our one School model to work effectively, and increasingly, through partnership and collaboration
- Be accountable to the Trustee Board for the development and consistent implementation of core policies to raise standards in student progress. To secure success and continuous improvement in student outcomes and experiences
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care

- Manage staff well with due attention to workload, wellbeing, and continuing professional development
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Establish and sustain the School's ethos and strategic direction in partnership with those responsible for governance and through consultation with the School community
- Ensure the School is ready for any inspections or reviews by an external governing body

School Culture and Behaviour

In a Catholic School, the Headteacher will build a School culture and curriculum based on gospel values, the teaching of Jesus Christ, and the Catholic Church.

- Lead by example to foster an open, transparent and equitable culture
- Ensure there is a shared vision coming from the Strategic Plan for the whole School, which inspires and motivates students, staff and all other members of the community
- Create a culture where pupils experience a positive and enriching School life
- Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff, parents and pupils, and clearly demonstrated by all adults in School
- Ensure quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic values of the School

Strategic Leadership and Management

In collaboration with the COO and the Head of Primary, the Headteacher will create an organisational structure which reflects the School's Catholic values.

- Ensure that the Strategic Plan and vision is shared widely in School and embraced and acted upon by staff;
- Translate shared vision into clear objectives that promote and sustain School improvement within a local Jersey context.
- Implement, monitor, evaluate and report on key School policies to the Board of Trustees on QA/monitoring policy for:
 - Target setting
 - Safeguarding
 - Data Protection
 - Teaching & learning
- Work in partnership with the COO to ensure all other School operational policies are adhered to:
 - SEN, EAL
 - Capability / Disciplinary / Staff Attendance
 - Behaviour / Exclusions
 - E-safety
 - Visits
 - Equality of opportunity etc.
- In partnership with the COO agree whole School priorities with the Board of Trustees.

- Implementation, monitoring and evaluation for impact of School Improvement Plan.
- Termly review of progress against priorities with COO and Head of Primary prior to reporting then to the Trustee Board.
- Ensure arrangements for acts of collective worship and the spiritual life of the School.

Teaching, Curriculum and Assessment

In a Catholic School the Headteacher leads a learning community rooted in Christian belief and principles.

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise and that all teaching staff are suitably qualified
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum

Leading and Managing People: Professional and Staff Development

In a Catholic School, the role of Headteacher is one of leadership of a learning community rooted in faith. They will treat people fairly, equitably, and with dignity and respect to create and maintain a positive School culture, consistent with the Catholic ethos of the School.

- Oversight of the whole School teaching staffing structures
- In partnership with the COO, approve, on behalf of the Board of Trustees, the appointment of senior leaders and key teaching staff
- Line management, support & challenge of Deputy Heads & Secondary Senior Leadership Team, including PRA
- Implement, oversee and quality assure line management and PRA system for the Secondary School, reporting to the Board of Trustees
- Ensure staff have access to appropriate, high standard professional development opportunities
- Ensure training and continuing professional development is effectively planned, delivered and evaluated
- Make sure professional development opportunities draw on experts both within, and beyond the School
- Seek training and continuing professional development to meet the needs of all teaching staff members

Governance, Accountability and Working in Partnership

In a Catholic School, the Headteacher fulfils their responsibilities in accordance with the instrument of Governance.

- Ensure that the Board of Trustees receive independent advice, critically evaluating the whole School's performance against agreed targets, benchmarking against UK and other Island Schools, including achievements of vulnerable groups of students

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account.
- Ensure the School effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- Work successfully with other Schools and organisations, including the Diocesan Education Officer, to ensure best practice
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils
- Represent the School at CYPES and be actively involved in negotiating the terms of our Service Level Agreement with CYPES

Communications

In a Catholic School, the Headteacher is responsible for the mission of the School to the local and wider Catholic Community and beyond.

- Develop and sustain effective relationships with the Board of Trustees in particular, to ensure effective governance of the School, and the discharge of responsibilities
- Build, develop and maintain effective relationships with parents and all members of the School and wider community to enhance the education of all pupils
- Create an outward-facing School to work with other Schools, organisations and partners to champion best practice
- 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.

Pastoral Welfare

- Assume overall accountability for all students' religious education and welfare within the School.

Safeguarding

- Together with the Board of Trustees and COO, as the Safeguarding Leader, hold the Head of Primary and the Deputy Headteachers to account for implementation and effectiveness of the Safeguarding Policy.
- Co-operate and work with relevant agencies to protect children.

Other Areas of Responsibility

- To undertake any other duty as specified by the Trustees.

This job description does not form part of the contract of employment and may be reviewed, amended or replaced from time to time to suit the needs of BSCL. There may be times when the post holder is required to undertake additional tasks, duties and responsibilities within their capabilities.

Beaulieu is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and external agencies to share this commitment. Successful candidates will be asked to apply for an enhanced Disclosure and Barring Service (“DBS”) check and will be checked against the DBS barred list. Applicants are subject to the receipt of satisfactory references in accordance with our Safer Recruitment Policy.

Person Specification

Professional Qualifications
Essential
Qualified Teacher Status
Recognised Degree
Desirable
National professional qualification for headship (NPQH)
Knowledge and experience
Essential
Successful leadership and management experience in a School
Proven success / ability in teaching across the secondary phase
Involvement in School self-evaluation and development planning
Demonstrable experience of successful line management and staff development
Abilities and Skills
Essential
Excellent communication and interpersonal skills.
Data analysis skills, and the ability to use data to set targets and identify weaknesses
Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve
Ability to communicate a vision to lead and inspire others
Ability to build effective working relationships
Ability to promote the School’s ethos.
Attributes
Essential
Committed and Practising Catholic with a clear vision of Catholic Education.
Ability to be adaptable to change, new ideas etc.
High levels of motivation and commitment to high expectations.
A proven ability as an innovative, results orientated, self-motivated, energetic, creative problem solver.
An ability to engage in multiple tasks, to motivate and inspire others and to lead change successfully.
Reliable and has integrity.
Personal impact and presence.