Thomas More Catholic School



MISSION STATEMENT

TO CARE for, respect and value all people and our environment.

TO LEARN that justice and love are the foundations of our Faith.

To make these the guiding principles of our community in its commitment to academic excellence and personal integrity.

TO ACHIEVE beyond our highest expectations, creating challenging opportunities, which take us all confidently through the 21st Century.

JOB DESCRIPTION OF THE CATHOLIC HEADTEACHER

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, and in Canon Law, the Trust Deed and Instrument of Government for the school (Articles of Association and Memorandum of Understanding for academies) and, where applicable those set out in the current School Teachers Pay and Conditions Document.

STRATEGIC DIRECTION AND DEVELOPMENT OF SCHOOL

The strategic direction and development of the school stems from the educational mission of the

Church which is reflected in the school’s mission statement, the school’s School Improvement plan and all policies and procedures.

Main Tasks:

To ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.

To work with the Diocese, parishes and others to create a shared culture and positive climate that reflects the Mission of the Church in education.

To work with the Governing Body in forming educational aims and objectives, targets, outcomes and policies for their implementation.

To develop the school’s development/improvement plan to promote and sustain ongoing improvement.

To work with and motivate others to ensure creativity, innovation and quality, including in the use of appropriate new technology, to achieve excellence and nurture human wholeness.

To ensure that strategic planning is based on the Governing Body’s policies and takes account of the diversity, values and experiences of the school and wider community and the mission of the Church in Education.

LEADING LEARNING AND TEACHING

In a Catholic school the search for excellence is expressed in learning and teaching which responds to the needs and aspirations of all its pupils and acknowledges their individual worth as children of God.

Main tasks:

In consultation with the Governing Body to develop curriculum policies and practices that meet statutory requirements, are relevant to the aptitude and stages of development of all pupils, including those with special needs, and provide for the spiritual, moral, cultural, social and emotional development of all pupils.

To determine and implement a diverse and flexible curriculum and implement an effective assessment framework.

To develop systems of evaluating individual pupil progress to improve learning and teaching, motivate pupils, inform parents and challenge staff, including the use of new technology to enhance and extend the learning experience of pupils and staff.

To ensure the Diocesan policies on religious education, sex and relationship education and worship are implemented.

To monitor, evaluate and review teaching practices and promote improvement strategies.

To identify excellent practice in teaching and disseminate to develop practice across the school.

To challenge underperformance at all levels and ensure effective remedial action.

To implement strategies to secure high standards of behaviour and attendance.

To develop an extended school programme providing high quality opportunities for pupils and staff to pursue learning outside of the classroom setting.

LEADING AND MANAGING STAFF

In a Catholic school the role of the Headteacher is one of leadership of a learning community rooted in faith. Christ is the inspiration for the Headteacher’s leadership. The Headteacher’s management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God.

Main tasks:

To assist the Governing Body in determining the staffing structure for the school.

To develop and maintain effective strategies for recruitment, induction, professional development and appraisal of staff having regard to Diocesan guidance and advice.

To treat all staff fairly, equitably and with dignity and acknowledge their contributions by acknowledging and praising success.

To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and responsibilities.

To develop and maintain a realistic culture of high expectation for self and others and take appropriate action where necessary.

To review own practice regularly, set targets and take responsibility for own development.

To have regard to the work/ life balance of individual members of staff.

MANAGING THE ORGANISATION

In the Catholic school the deployment of staff, finance, material resources, and time should be done to promote the common good in achieving the outcomes identified in the development/improvement plan.

Main tasks:

To implement policies and procedures of the Governing Body to create an organisational structure, which reflects the school’s Catholic Christian values and enables the management systems, structures and processes to work effectively in compliance with statutory requirements.

To take responsibility and account for the financial and material resources which are delegated to the Headteacher.

To manage the school’s financial, and human resources effectively and efficiently to achieve the school’s educational goals and priorities.

To manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum, health and safety regulations and reflects the distinctive nature of the Catholic school.

To ensure stewardship of the buildings and grounds in relation to Diocesan requirements.

To provide a safe and secure environment for all who work in and visit the school.

To ensure the use of all resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and to secure value for money.

To use new technology to improve the effective use of resources.

SECURING ACCOUNTABILITY

In the Catholic school the Headteacher fulfils their responsibilities in accordance with its Instrument of Government.

The Headteacher supports the Governing Body in fulfilling its responsibilities under Canon Law to the Diocese and in accordance with English law.

Main tasks:

To fulfil contractual commitments in relation to the governing body including attendance at

Governing Body meetings, reporting to the Governing Body as required and assisting it in its work as needed.

To develop and maintain positive relationships with parishes, the wider Catholic Community, other Catholic schools and other schools in the area.

To recognise the authority of the Archbishop in relation to the provision of Catholic Education in the Diocese and to work with Diocesan authorities to provide them with such information as they require.

To develop a Catholic ethos enabling all to work collaboratively, share knowledge and understanding, celebrate success and share responsibility for outcomes.

To ensure individual staff responsibilities are defined clearly, understood and agreed and are subject to review and evaluation.

To develop and present a coherent, understandable and accurate account of the school’s performance to a range of audiences including parents, governors, the Diocese and the local authority.

To provide opportunities for parents to have dialogue and meetings with staff in the school to support their children’s learning.

To liaise with other agencies as appropriate.

To ensure accurate and up to date records are maintained to satisfy safeguarding regulations.

To reflect on own personal contributions to school achievement and to take account of feedback from others.

STRENGTHENING COMMUNITY

In a Catholic school the Headteacher shares responsibility for the mission of the school and the wider Diocesan educational system and is therefore called to work in collaboration with others including, parents, clergy, religious, diocesan officers, colleague Headteacher s and agencies set up by the Catholic Bishops’ Conference of England and Wales, as and when appropriate.

Main tasks:

To build a school culture and curriculum which takes account of the richness and diversity of the school’s communities rooted in the Catholic Christian faith.

To create and promote positive strategies for challenging all types of prejudices and discrimination.

To liaise, where appropriate, with offsite learning providers to ensure an appropriate curriculum relevant to individual needs and aspirations.

To seek opportunities to invite parents, past pupils, community figures, businesses and other organisations into the school to enhance and enrich the school and its value to the wider community.

To contribute to the development of the education system by, for example, sharing good practice, working in partnership with other schools and promoting innovative initiatives, especially with other Diocesan schools.

To promote and develop the good reputation of the school within the local and wider communities.

PERSON SPECIFICATION OF THE CATHOLIC HEADTEACHER

AIMS OF THE SCHOOL

The core purpose of the Headteacher in the Catholic school is to provide leadership in the context of a community rooted in the Catholic faith. Thus it is an essential requirement the person appointed to the post has a strong, personal faith and recognises the opportunities and challenges facing the Catholic school as a vibrant part of the mission of the Church in education.

FAITH COMMITMENT

A practising and committed Catholic.

A secure understanding of the distinctive nature of the Catholic school.

Understanding of the Headteacher’s role as pastor.

Understanding of the school’s role in the Catholic and wider community.

Ability to demonstrate care, compassion and reconciliation.

Ability to lead acts of worship in the Catholic school.

Evidence of participation in parish or Catholic community life.

QUALIFICATIONS AND TRAINING

Qualified teacher status.

Honours graduate or equivalent.

Evidence of continuing professional development including leadership.

Evidence of ability to lead quality professional development opportunities.

The NPQH is desirable but not a necessity.

EXPERIENCE

Proven successful track record of teaching in at least two key stage areas.

Successful experience of senior leadership at Deputy level or equivalent or Headship.

Successful experience of leading one or more subject areas, key stages or whole school curriculum initiatives.

Thorough knowledge and understanding of current educational issues.

STRATEGIC LEADERSHIP

Ability to articulate and share a vision for the Catholic school.

Ability to inspire and motivate all in the school community.

Evidence of successful strategies for planning, monitoring, reviewing and evaluating school improvement.

Ability to analyse data, develop strategic plans, set targets and achieve desired outcomes.

Ability to develop policies and procedures that demonstrate the Catholic ethos of the school and a commitment to equal opportunities for all.

Understanding of the role of the governing body in the Catholic school.

Ability to develop and maintain a positive culture of high expectation and performance.

Understanding of and commitment to promoting the safeguarding and welfare of pupils.

LEARNING AND TEACHING

A secure understanding of the statutory requirements for the curriculum and assessment.

Knowledge and experience of a range of successful learning and teaching strategies to meet pupils’ needs.

A secure understanding of assessment procedures and practices which enhance pupils’ learning.

Experience of effective monitoring and evaluation of learning and teaching.

Experience of individual pupil tracking and monitoring to improve achievement including the use of new technology.

Successful experience in creating an effective learning environment and developing and implementing policy and practice to ensure excellent pupil behaviour.

The ability to role model excellent teaching.

An understanding of the Curriculum Directory for Religious Education.

LEADING AND MANAGING STAFF

Ability to build and support effective teams.

Ability to delegate and support colleagues.

Experience of performance management for staff and supporting continuing professional development relevant to the school and the individual.

Understanding of budget planning, staff deployment and effective use of resources.

A commitment to staff welfare.

Experience of working with Governors in strategic areas.

Involvement in staff recruitment, appointment and induction.

ACCOUNTABILITY

An understanding of the relationship between the Headteacher and Governing Board.

Ability to communicate effectively in writing and orally to a range of audiences including pupils, parents, staff, governors, clergy, fellow professionals and the media.

Ability to produce clear reports, information and advice to staff and Governors.

Ability to provide clear information to the Diocese and the CES when required.

Ability to set clear targets and the means in which to achieve them.

Ability to present the school at its best in the Catholic and wider communities and media.

Understanding the criteria for evaluating a Catholic school.

SKILLS, QUALITIES & ABILITIES

High quality teaching skills.

Unreserved commitment to the mission of the Catholic school.

High expectation of pupils’ learning and attainment.

Strong commitment to school improvement through the pursuit of excellence.

Ability to build and maintain good relationships.

Ability to remain positive an enthusiastic when working under pressure.

Ability to prioritise, meet deadlines and manage own time effectively.

Empathy with children.

Good interpersonal skills.

PERSONAL ATTRIBUTES

Stamina, energy and resilience.

Sense of humour.

Optimistic outlook.

Confidence.

Commitment to own work/life balance.