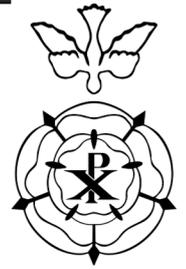

HEADTEACHER JOB DESCRIPTION



Key Areas of Responsibility

1. Catholic Purpose and Identity of the School
2. Leadership in Catholic Education
3. Strategic Leadership
4. Educational Excellence
5. Managing the Organisation

1. Catholic Purpose and Identity of the School

Key Area of Responsibility: The Headteacher must understand the nature and purpose of Catholic education and know that the first responsibility of this role is to establish and sustain the Catholic identity of the school within the context of the McAuley ethos and be guided by the teaching of the Church.

The Headteacher must ensure that this Catholic identity is reflected in every aspect of the life of the school, particularly within the curriculum, the day-to-day organisation of the school, staff development, staff and pupil relationships and the partnership between school, home, parish, local community, other schools, other religious establishments within the local community, the LA and other agencies. This duty provides the context for the proper discharge of all other duties and responsibilities.

2. Leadership in Catholic Education

Key Area of Responsibility: The Headteacher is the leader of a Catholic educating community, and the discharge of this vital role requires a significant theological insight and vision of the development of a Catholic school, especially in a multi-cultural, multi-faith community located in the borough of Doncaster.

Each Catholic Headteacher has a responsibility to develop an understanding of this leadership role through regular reading and participation in appropriate courses, together with frequent reflection. The Headteacher must provide professional leadership and management for the school. This will promote a secure foundation, informed by the school's Vision and Values, from which to achieve high standards in all areas of the school's work. To gain this success a Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning approaches to realise the potential of each pupil. The Headteacher must establish a culture that promotes excellence, equality and high expectations of all pupils and staff alike.

The Headteacher is expected to show Christian leadership that seeks to serve the community and provide a role model for staff and pupils.

3. Strategic Leadership

Key Area of Responsibility: The strategic vision and development of the Catholic school stems from the educational mission of the Church, which is reflected in the school's Vision and Values and the school's mission statement. The Headteacher, working with the governing body and others, is expected to draw on the person, life and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff and all other members of our diverse community. The vision uses Gospel values, core educational values and is inclusive of stakeholders' values, cultures and beliefs.

The Headteacher must:

- Understand and communicate the mission of the Catholic school and promote Gospel values in policy, practice and relationships and ensure that the Religious Education programme is given full regard both in terms of classroom religious education and in the whole Catholic life of the school.
- Ensure that the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- Be aware of one's own strengths, weaknesses and areas for professional development and how leadership behaviours impact on others to maximise one's positive impact as a leader.
- Focus on improvement, setting rigorous objectives and taking on challenges in order to achieve and be accountable for high performance throughout the school.
- Demonstrate resilience and emotional maturity when faced with the demands of the job, especially when faced with adversity and setbacks, so as not to lose sight of one's personal and organisational values.
- Draw upon one's own experience in education and personal life to make sense of issues as they occur and to create strategic solutions and be able to explain them to others.
- Recognise opportunities for change and implement them so that the school continues to improve in both the short and long term and implement such change effectively.
- Inspire and influence pupils, colleagues, governors and the community, articulating a compelling vision to create an energising learning environment for all. As appropriate, be able to reflect on and modify any approach taken to create the desired impact and outcomes.

4. Educational Excellence

Key Area of Responsibility: McAuley seeks to be community of personal and academic excellence, which is understood to be an inclusive value, incorporated in every aspect of school life and living. It is expressed in learning and teaching which responds to the needs and aspirations of its pupils and acknowledges their individual worth as children of God. The Headteacher, supported by the governing body, has a central responsibility for raising the quality of teaching and learning and for pupil achievement. This implies enabling pupils to achieve their God-given potential, 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.

This requires the Headteacher:

- To develop a personal vision in the light of Gospel values, the teachings of the Catholic Church and the FCJ ethos to identify priorities which drive improvements in teaching and learning along with pastoral care, leading in turn to improved outcomes for all pupils.
- To determine and organise the curriculum so there are real, relevant and planned opportunities to embed purposeful links and connections with religious education, collective worship, liturgy, prayer and provision for pupils' spiritual, moral, social and cultural development.
- To be able, as the leading professional in the school, to identify excellence in teaching and be able to demonstrate how teaching can be improved and sustained so that learning and achievement for all pupils is maximised.
- To ensure strategies for inclusion, equity and diversity and access to a flexible and relevant curriculum that is based on our equality as children of God, which compels us to care for the well-being of one another, including those with Special Educational Needs, with English as an additional language, pupils with low prior attainment as well as more able pupils, drawing on the Gospel values of truth, justice, tolerance and service.
- To have a passion for learning and to communicate this to others to establish a climate of learning and teaching throughout the school, thereby ensuring that every pupil has the opportunity to succeed.
- To recognise the need to build partnerships locally, regionally and nationally in order to achieve goals, raise standards and improve the education system.
- To be aware of the Headteacher's impact on the governing body, local parishes, other local faith groups and the local community, and to use this influence wisely to improve positive outcomes in the school.
- To promote strong relationships with other Catholic schools to enable a sense of the family of schools to be understood by staff and pupils.
- To promote the notion of 'vocation' in your work, articulating and demonstrating your headship as a calling to do God's work.

5. Managing the Organisation

Key Area of Responsibility: The Headteacher needs to provide effective organisation and management of the school and seek to strengthen the organisational structures and functions based on rigorous self-evaluation. The Headteacher should ensure that the school and its people and resources are organised and managed to provide an efficient, effective and safe learning environment. These management responsibilities imply a clear vision of the roles and responsibilities of those adults working in the school to build capacity across the workforce and ensure resources are deployed to achieve value for money. The Headteacher should also seek to build successful collaborations with others.

This requires the Headteacher:

- To work with the chair of governors to enable the governing body to meet its responsibilities in relation to specific requirements of governance in a Catholic school in terms of the trust deed, admissions, personnel and financial matters.
- To monitor, evaluate and review the work of the school to determine its effectiveness as a Catholic school.
- To deploy the resources available to ensure the school's goals are achieved and to ensure that the systems and processes used to achieve this are subject to regular review and evaluation.
- To take responsibility for the school's performance and present that performance cogently in a form appropriate to a range of audiences.
- To analyse and use data effectively and break down problems and challenges in a systematic way in order to provide clear direction and management goals.
- To be able to make interventions where needed and hold others to account in order that expectations are met, and school improvement is sustained.
- To demonstrate a genuine commitment to developing others in a way that helps them achieve their potential and motivates them to perform at their best.

Safeguarding

Fulfil personal responsibilities, and secure compliance by those working in the school for safeguarding as set out in the Children's Act, Keeping Children Safe in Education 2023 and by the school's Safeguarding and Child Protection policy.

These include:

- Operating a culture of listening to our pupils and taking account of their wishes and feelings, both in individual decisions and in the development of services.
- Operating clear whistleblowing procedures.
- Sharing information with other professionals.
- Assigning a designated professional lead for safeguarding.
- Operating safe recruitment practices.
- Ensuring appropriate supervision and support for staff, including undertaking induction, safeguarding training and reviews of practice.
- Establishing, adhering to and monitoring clear policies for dealing with allegations made (i) against people who work with our pupils, or (ii) against other pupils.