



# ST. ANDREW'S

CATHOLIC PRIMARY SCHOOL  
FAITH UNITY EXCELLENCE

## **JOB DESCRIPTION**

**AIMS OF THE SCHOOL:** To be a happy and inclusive Catholic community where everyone is valued and all children become the best they 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, 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 development/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 schools 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





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## 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





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- 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 her/his responsibilities in accordance with its Instrument of Government (Articles of Association and Memorandum of understanding for academies). 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





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- 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 Headteachers 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 community

