

<b>School/College</b>	<b>St John's Catholic Primary School</b>
<b>Post</b>	<b>Headteacher</b>
<b>Number on roll</b>	<b>205</b>
<b>Pay Range</b>	<b>£52,651 - £61,011</b>

The Contract of Employment between the Governing Body and the Headteacher will be the current Contract of Employment for a Headteacher / Deputy Headteacher issued by the Catholic Education Service.

The Headteacher is expected to review performance, raise expectations and work closely with staff, parents, governors, the Diocese and local authority to continue to lead the school's self evaluation and to review and implement the school development plan.

**Main purpose of the job:**

The Headteacher is an employee of the Governing Body and is required:

- To carry out his/her professional duties in accordance with the school's Trust Deed, the Instrument of Government of the school, Canon Law and the teachings of the Catholic Church and with the terms and conditions of the current School Teachers' Pay and Conditions Document.
- To be responsible for the leadership, internal organisation, management and control of the school and consult appropriately in so doing.
- To promote and safeguard the welfare of children and young persons for whom the school and Governing Body is responsible and those with whom they come into contact.

Headteachers are required to carry out the duties set out in section 2, part 9 of the School Teachers' Pay and Conditions Document.

**1 Strategic Leadership**

- 1.1 Maintain and extend the Catholic ethos and provide educational vision and direction which secures effective teaching, successful learning and achievement by pupils with sustained improvement in their spiritual, moral, cultural, mental and physical development, and prepare them for the opportunities, responsibilities and experiences of adult life.
- 1.2 Present a coherent and accurate account of the school's performance in a form appropriate to a range of audience, including governors, the local authority, the Diocese, the parish, the local community, OFSTED and others, to enable them to play their part effectively.
- 1.3 Lead by example; provide inspiration and motivation for the pupils, staff, governors and parents with respect to the vision, purposes and leadership of the school.
- 1.4 Encourage all those involved in the school to be committed to its aims and to be

accountable in meeting long, medium and short-term objectives to secure school improvement, and targets which secure the educational success of the school.

- 1.5 Ensure that the management, finance, organisation and administration of the school support its vision and aims.
- 1.6 Provide information, objective advice and support to the Governing body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving value for money.

## **2 The Curriculum**

- 2.1 Identify, determine and keep under review, in consultation with the Governing Body and teaching staff, overall aims and objectives for the school, underpinned by the school's Mission Statement and the School Development Plan.
- 2.2 Determine, organise and implement a broad and balanced curriculum within the context of the National Curriculum, and reflecting the Catholic ethos and identity of the school, and the Church's teaching mission. Deliver a curriculum relevant to the academic abilities and needs of all pupils, subject to the direction of the Governing Body.
- 2.3 Ensure effective delivery of the curriculum and high standards of expectation to maximise the achievement of pupils.
- 2.4 Maintain an efficient and effective system of record keeping and assessment. To monitor communication with parents and pupils to ensure that the aims relating to each pupil's progress are achieved and that the school's belief in the dignity and value of each individual is upheld.
- 2.5 Ensure that the spiritual development of individuals is given clear focus and assistance through the prayer life, religious education programmes and liturgy of the school.
- 2.6 Evaluate the standards of teaching and learning in the school and ensure that proper standards of professional performance are established and maintained.

## **3 Pupils**

- 3.1 Maintain a school environment and pastoral programme in which the needs and value of individual pupils are recognised and which also contribute positively towards their spiritual, social and emotional development.
- 3.2 Determine the norms of behaviour and discipline for pupils and staff in accordance with the teachings of the Catholic Church and with any general principles and guidance provided by the Governing Body.
- 3.3 Ensure the maintenance of good order and discipline at all times during the school day (including the mid-day break) when pupils are present on the school premises and also during authorised activities elsewhere.

#### **4. Staff: Teaching and non-teaching**

- 4.1 Support the Governing Body in the selection and appointment of the teaching and non-teaching staff of the school.
- 4.2 Deploy and manage all teaching and non-teaching staff of the school and allocate particular duties to them (including such duties as the Headteacher may properly delegate to a Deputy Headteacher, Assistant Headteacher or other members of staff) in a manner consistent with their conditions of employment, maintaining a reasonable balance for each teacher between work carried out in school and work carried out elsewhere.
- 4.3 Maintain job descriptions for all staff which are consistent with their conditions of employment.
- 4.4 Ensure that the duty of providing cover for absent teachers is shared equitably among all teachers in the school (including the Headteacher) taking account of their teaching and other duties.
- 4.5 Report to the Chair of Governors annually on the professional development of all teachers at the school and advise the Governing Body on the adoption of effective procedures to deal with incompetent teachers.
- 4.6 Regularly review own practice, set personal targets and take responsibility for own personal development by participating positively in arrangements made for the appraisal of Headteacher performance.
- 4.7 Provide information about the work and performance of the staff employed at the school where this is relevant to their future employment.
- 4.8 Manage own workload and that of others to allow an appropriate work / life balance.

#### **5. Communication and consultation**

- 5.1 Provide clear leadership by the development and implementation of policies which promote the aims of the school and underpin its Catholic ethos.
- 5.2 Establish and maintain good relationships both within the school and outside by means of effective consultation and communication procedures.
- 5.3 Ensure effective working relationship and channels of communication with external agencies in order to support the needs of individual pupils and their families.
- 5.4 Promote effective communications with the Governing body of the school, the Diocesan Catholic Schools service, other Diocesan bodies, the local authority and / or the Department for Education (DfE).
- 5.5 Work in partnership with parents, recognising that they are the prime educators of their children.

- 5.6 Support and promote close links between home, parish, school and the wider community.
- 5.7 Co-ordinate the school's work with that of feeder schools and those to which pupils progress in order to ensure continuity of learning.
- 5.8 Promote and support the Diocesan policy of Catholic education 4+ -16 /4+ -18 (as appropriate).

## **6 Finance**

Accountability for the management and quality control of budgets in partnership with the Governing Body.

## **7 Resources**

Maintain proper procedures for the security, supervision and upkeep of the school buildings and grounds and all matters relating to Health and Safety.

## **8 Other duties**

- 8.1 A willingness to develop additional expertise as necessary to fulfil the role of Headteacher.
- 8.2 Undertake responsibilities relating to the school's work which are delegated to the Headteacher by the Governing Body.
- 8.3 Arrange for a Deputy headteacher or other suitable person to assume responsibility for the discharge of his / her functions as Headteacher at any time when he / she is absent from school. To work in partnership with the senior leadership team to ensure that the school is properly managed at all times.
- 8.4 Participate to such an extent as may be appropriate having regard to his / her other duties, in the teaching of pupils at the school, including the provision of cover for absent teachers.
- 8.5 Report in appropriate ways to the Governing Body on all relevant aspects of the school's work, especially its mission statement, curriculum, current policies, intended developments and the management of school finances.
- 8.6 Undertake such other duties as may reasonably be expected.