

# WARDOUR CATHOLIC PRIMARY SCHOOL HEADTEACHER JOB DESCRIPTION



**Position:** Headteacher

**Reporting to:** The Governing Body

**Core Purpose:** To provide professional leadership which inspires and sustains the Catholic identity of the school and secures its success and improvement, ensuring high quality education for all its pupils and good standards of learning and achievement.

## 1. Strategic leadership

To work alongside the governing body to develop and communicate a vision and strategic plan for the school. The strategic direction of the school and the School Development Plan will be underpinned by the educational mission of the Church which is reflected in the school's mission statement.

- 1.1 To provide inspiring and purposeful leadership for the staff and pupils.
- 1.2 To work in partnership with the governing body in formulating the educational aims, objectives and targets of the school and the policies for improvement.
- 1.3 To create and implement a School Development Plan which will secure continuous school improvement.
- 1.4 To monitor and evaluate the performance of the school and respond and report to the governing body as required.
- 1.5 To ensure that management, finances, organisation and administration of the school supports its vision and aims.
- 1.6 To ensure that school policies and practices take account of national, local and school requirements.
- 1.7 To monitor and evaluate the performance of the school, reporting to the governing body as required.
- 1.8 To motivate staff and pupils through a recognition and encouragement of their individual value.
- 1.9 To ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium, and short term objectives and targets which secure the educational success of the school.

## **2. Leading teaching and learning**

The Headteacher, supported by the governing body, has the central responsibility for raising the quality of teaching and learning and through this pupil progress and achievement.

- 2.1 To lead by example in delivering highly effective teaching, which will include class teaching for approximately four sessions per week.
- 2.2 To demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' progress and outcomes in an environment that promotes and secures effective teaching and learning, high standards of achievement and good behaviour.
- 2.3 To determine, organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met.
- 2.4 To ensure that a minimum of 10% of taught time is devoted to the teaching of Religious Education.
- 2.5 To ensure that pupils develop study skills in order to learn more effectively and with increasing independence.
- 2.6 To ensure the effective delivery of the school's pastoral care, in line with the school's mission statement, promoting pupils' respect for others.
- 2.7 To ensure that there is a daily Act of Collective Worship and other events and activities which support the spiritual life of the school.
- 2.8 To determine, organise and implement a policy for the personal, social and moral development of pupils.
- 2.9 Monitor and evaluate the quality of teaching and learning and standards of achievement of all pupils in the school through appropriate methods.
- 2.10 To determine and implement policies which promote:
  - a) positive strategies for developing good race relations and dealing with racial incidents.
  - b) Equality of access.
- 2.11 Determine and implement positive strategies and programmes which ensure good pupil behaviour and discipline and give support and clear guidance on exclusions.
- 2.12 To develop and maintain effective links with the community including business and industry, to extend the curriculum and enhance teaching and learning.
- 2.13 To develop and maintain an effective partnership with parents and the wider community, in particular the Parish, to support and improve pupils' achievement.
- 2.14 To promote extra-curricular activities in accordance with the educational aims of the school.

### **3. Management of the school**

The Headteacher has responsibility to provide effective organisation and management of the school, its staff and environment. The school must be organised and managed in a way that provides an efficient, effective and safe learning environment. This includes building capacity within the school and ensuring resources are deployed in a way which achieves value for money. The Headteacher will also be effective in his/her collaboration with other partners including Diocese and Local Authority.

- 3.1 To plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
- 3.2 To work with governors and senior colleagues to recruit, induct and retain staff of the highest quality.
- 3.3 To implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting.
- 3.4 To promote and monitor the continuing professional development of staff, including the induction of newly qualified teachers.
- 3.5 To ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of teachers, including those of headteacher.
- 3.6 To participate in the arrangements made in accordance with the regulations for performance management and threshold assessment, and to participate in the identification of areas in which the Headteacher would benefit from further training and undergoing such training.
- 3.7 To ensure that suitable persons assume responsibility for teaching and learning, and for safeguarding, at any time when the headteacher is absent from school.
- 3.8 To develop and maintain good working relationships with governors, staff, pupils, parents/carers, the parish, community, diocese and local authority.
- 3.9 To set appropriate priorities for expenditure, allocation of funds and effective administration and control.
- 3.10 To ensure a safe, secure, clean and well maintained environment which stimulates learning and expresses the Catholic identity of the school, as well as safeguarding pupils.
- 3.11 To manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations.
- 3.12 To manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

#### **4. Accountability**

The Headteacher is accountable to the Governing Body, the diocese and the local authority for the effective management of the school.

- 4.1 To develop an organisation in which all the staff recognise that they are accountable for the success of the school.
- 4.2 To present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including governors, the LEA, the diocese, the local community, OFSTED and others to enable them to play their part effectively.
- 4.3 To ensure that parents/carers and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and achieving the school's targets for improvement.
- 4.4 To 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 efficiency and value for money.
- 4.5 To carry out any such duties as may be reasonably required by the Governing Body.

#### **5. Safeguarding Children & Safer Recruitment**

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002, and expects all staff and volunteers to share this commitment. The Headteacher is responsible:

- 5.1 To provide a safe, calm and well-ordered environment for all pupils and staff focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- 5.2 To commit to putting in place rigorous procedures, protocols and policies in respect of safeguarding; promote the continued welfare of children and young people as required under statute and local regulations and an expectation of all staff and volunteers to share this commitment.
- 5.3 To liaise with and build relationships with local community support teams, agencies, recognised bodies, local authorities, parents, carers and the community to ensure the welfare of every pupil is safeguarded.

**'This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future'. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions as they relate to Headteachers'.**