

Job Title: 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 pupils are enabled to achieve their highest potential.

Responsible to: The Headteacher is an employee of the Kent Catholic School Partnership and is required to carry out professional duties as detailed in the current version of the School Teachers' Pay and Conditions Document, and in Canon Law, the Trust Deed and Instrument of Government of the school. The contract of employment will be the current Contract of Employment for a Headteacher issued by the Catholic Education Service.

Key Responsibilities

1. To ensure that the School Development Plan it identifies and communicates appropriate priorities and targets for the highest standards of achievement, and is informed by the Catholic character of the school.
2. To ensure that the Development Plan is implemented effectively with appropriate monitoring and support in order to achieve the highest possible achievement and attainment for all pupils, both collectively and individually.
3. To encourage staff, pupils, parents and all involved in the life and work of the school to understand and share its vision, mission and aims as a Catholic educational community.
4. To maintain a positive Catholic ethos which recognises the dignity of each individual and is reflected in the day to day life of the school.
5. To develop the Christian worship and witness of the school so that these meet the needs of all pupils and staff and effectively present the joys and challenges of the Gospel.
6. To establish effective communication and relationships so that pupils, staff, parents and governors are able to reach informed decisions and make a full contribution to the school.
7. To ensure that the governing body is so advised on the quality of teaching and learning within the school, the achievement of pupils, the behaviour and safety of pupils and the quality of leadership and management as to enable it to carry out its role and responsibilities effectively and thereby contribute to the ongoing development of the school, its pupils and staff.
8. To lead and manage all staff by example, to delegate effectively, to manage an effective performance management system, to facilitate the professional development of all staff and provision of pastoral support so that all have the opportunity to reach their full potential.
9. To ensure that the school's curriculum, including the provision of religious education, is appropriate for all pupils and is supported by high quality teaching and learning.
10. To ensure that the school's staff and pupil welfare policies reflect the love, justice and mercy of God.
11. To plan and manage the school's finances and resources effectively so as to ensure the greatest benefit for all pupils.
12. To ensure the effective stewardship of the schools buildings, equipment and environment.
13. To ensure that parents are encouraged to recognise their responsibilities for the education of their children and that they are fully informed of and involved in the life and work of the school.
14. To help all staff to develop their understanding of the school as part of the Church and to maintain and strengthen links with local parishes.

15. To maintain and develop positive relationships with the Diocese, the LA and external agencies.

16. To monitor and evaluate every aspect of the life and work of the school, especially as they affect the achievement of all pupils and to define and implement appropriate courses of action.

17. In addition, to carry out any other duties consistent with the nature of this post which may from time to time be required by the governing body.

This job description is subject to review.

Following the introduction of the Teachers Standards on 1 September 2012 Part One of the Standards are attached below since they are integrated into the above job description of the Headteacher.

Signed _____ *Post Holder* Date: _____

Signed: _____ *Governor* Date: _____

STANDARDS FOR TEACHERS

PREAMBLE

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct.

Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

PART ONE: TEACHING

A teacher must:

1 Set high expectations which inspire, motivate and challenge pupils

- establish a safe and stimulating environment for pupils, rooted in mutual respect
- set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
- demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

2 Promote good progress and outcomes by pupils

- be accountable for pupils' attainment, progress and outcomes
- plan teaching to build on pupils' capabilities and prior knowledge
- guide pupils to reflect on the progress they have made and their emerging needs
- demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
- encourage pupils to take a responsible and conscientious attitude to their own work and study.

3 Demonstrate good subject and curriculum knowledge

- have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings
- demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
- demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject
- if teaching early reading, demonstrate a clear understanding of systematic synthetic phonics
- if teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies.

4 Plan and teach well-structured lessons

- impart knowledge and develop understanding through effective use of lesson time
- promote a love of learning and children's intellectual curiosity
- set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired
- Contribute to the design and provision of an engaging curriculum within the relevant subject areas
- Reflect systematically on the effectiveness of lessons and approaches to teaching

5 Adapt teaching to respond to the strengths and needs of all pupils

- know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
- have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these
- demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development
- have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

6 Make accurate and productive use of assessment

- know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- make use of formative and summative assessment to secure pupils' progress
- use relevant data to monitor progress, set targets, and plan subsequent lessons
- give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.

7 Manage behaviour effectively to ensure a good and safe learning environment

- have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy

- have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

8 Fulfil wider professional responsibilities

- make a positive contribution to the wider life and ethos of the school
- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- deploy support staff effectively
- take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- communicate effectively with parents with regard to pupils' achievements and well-being.