

Job Description

Headteacher

Salary Range: L14 - L21

Line manager: CEO (KCSP)

Main Purpose:

The Headteacher provides the Catholic strategic leadership, management and development of the school and contribute directly to the organisational development of the Trust.

The postholder is accountable for ensuring, maintaining, and sustaining the Catholic identity of the school to which they are assigned, and for ensuring that this identity is reflected in every aspect of the life of the school and for making sure the learning and faith outcomes of pupils improve continuously. This fundamental duty, rooted in Gospel values, provides the context for the proper discharge of all other duties and responsibilities.

All responsibilities and accountabilities of the postholder will be monitored through both performance management and line management with the CEO and the Trust's School Improvement Team.

1 Policy

- 1.1 Ensure viable and appropriate action plans for continuous school improvement.
- 1.2 Ensure all policy requirements are effectively met, consistent with the law and regulatory frameworks, especially in relation to the safeguarding of all pupils and the health and safety of all staff, governance committee members, and other volunteers.
- 1.3 Promote and support an effective safeguarding culture throughout the school.
- 1.4 Provide overall strategic direction for the school, ensuring effective communication and partnership with all stakeholders, particularly staff and parents.
- 1.4 Provide experienced leadership for the school to ensure success, high quality education and a high standard of achievement for all pupils.
- 1.5 Provide effective support, challenge, advice, and guidance for all members of the senior leadership team and the academy team to ensure the best possible education for all pupils.
- 1.6 Promote the school locally, nationally, and internationally to maintain the academy's profile and that of successful Catholic education.
- 1.7 Ensure the effective use of all available resources and guide the appropriate generation of income to augment investment in teaching and learning, consistent with the tenets of the Catholic church.

2 Leadership

- 2.1 Provide the experienced leadership that secures the delivery of a high standard of attainment and progress for all pupils, particularly those of discrete groups, e.g., looked after, of socially disadvantaged backgrounds, with SEND or of high ability.
- 2.2 Coach, mentor and motivate the school's senior leadership team so that they in turn feel empowered to provide similar support for academy staff and volunteers.

- 2.3 Conduct the appraisal of all members of the senior leadership team and help guide that of other leaders as appropriate.
- 2.4 Bring members of the senior leadership team (and other leaders as necessary) together in a planned manner so that leadership opportunities and challenges can be shared, and mutually supportive solutions developed.
- 2.5 Lead the development of aims, policies and plans, rooted in Gospel values and the social teaching of The Catholic Church.
- 2.6 Support and guide members of the senior leadership team to recruit, appoint and induct members of the leadership team and governance committee.
- 2.7 Encourage and model effective working in partnership with all stakeholders, particularly staff, governance committee members and parents/carers.

3 Teaching and Learning

- 3.1 Ensure the establishment of effective monitoring and evaluation systems to ensure excellence of teaching across and throughout the curriculum, including the application of and investment in leading-edge ICT.
- 3.2 Ensure appropriate levels of support, challenge and professional development for members of the senior leadership team.
- 3.3 Ensure the effective sharing of best practice across the school, enabling proactive and positive collaboration with other schools.
- 3.4 Ensure the academy has a safe and healthy environment in which standards of behaviour encourage learning, and pupils' own social and faith development.
- 3.5 Ensure that there are a range of opportunities for pupils to work and learn together, and to share common experiences, particularly of faith.
- 3.6 Ensure the school delivers a broad and balanced curriculum effectively, appropriate to the needs of all pupils, particularly those of socially disadvantaged backgrounds.

4 Managing and supporting people

- 4.1 Ensure the professional development of members of the senior leadership team through accredited training, mentoring and coaching sessions, and regular meetings to guide, support, motivate and challenge.
- 4.2 Communicate regularly strategic aims to staff, governance committee members, parents/carers and clergy, ensuring that developments locally, regionally, nationally and internationally are made relevant so that all see their work/contributions in the wider educational and faith context.
- 4.3 Work closely with members of the senior leadership team to maximise the contribution of staff, governance committee members, parents/carers and clergy to improve the quality of education and faith development provided, and standards achieved.
- 4.4 Promote an ethos founded on Gospel Values in which the highest aspirations are held for all: staff, governance committee members, clergy, parents/carers, pupils and other stakeholders.
- 4.5 Provide guidance, induction and support to members of the senior leadership team and middle leaders where appropriate including advice on accredited professional development programmes; for example, NPQs (e.g., NPQH), Masters (e.g., in Catholic Education Leadership) and Catholic qualifications (e.g., CCRS).
- 4.6 Participate in the selection and appointment, deployment and management of members of the senior leadership team to ensure continuous improvement of learning and faith outcomes.
- 4.7 Ensure the effective implementation and application of appropriate systems, allied to those used or advised by strategic partners (e.g., Trust, Archdiocese, local authority) to manage under performance, grievance, and competency and capability issues should they arise, and to support the process where appropriate.
- 4.8 Ensuring that a cycle of appraisal for all staff is operational and effective.

5 Communication and Partnership

- 5.1 Encourage the school as a cooperative and collaborative institution dedicated to the 'Common Good'.
- 5.2 Ensure attention and priority are given to effective and compliant communication, e.g., the use and accuracy of the school website, quality control of press releases and correct sign off arrangements.
- 5.3 Cultivate collaboration across the Trust's schools, including mutually beneficial teacher exchanges, CPD or joint consultancy work as appropriate.

- 5.4 Ensure the production of timely, complete and accurate performance data according to required formats appropriate to a range of audiences, particularly data on the predicted and actual attainment and progress of pupils.
- 5.5 Ensure that there are clear links and partnerships with a range of external agencies who support the work of staff, governance committee members and pupils.

6 Financial and resource management

- 6.1 Ensure the sound financial management and the immediate and long-term financial viability of the school.
- 6.2 Support members of the senior leadership team to augment resources in ways consistent with its mission and Gospel values; e.g., submit bids for funding, engaging in appropriate fund-raising activity.
- 6.3 Maximise contracts and services to achieve value for money, taking advantage particularly of economy of scale opportunities.
- 6.4 Ensure the efficient and effective use and organisation of accommodation so that it meets the needs of the curriculum, health and safety requirements and remains consistent with diocesan requirements with respect to assets.
- 6.5 Ensure all safeguarding accountabilities are met and exceeded wherever possible, particularly the learning, social and faith needs of children 'looked after' (CLA) and children 'in need' (CiN).
- 6.6 Work with governance committee members, the members of the senior leadership team, staff and other stakeholders to ensure all available resources are maximized for assigned establishments and their delivery of Catholic witness.
- 6.7 Undertake any additional requirements of the Trust commensurate with the seniority of the Headteacher role.