

Job Description

Headteacher

Salary range:	TBA
Place of work:	TBA
Line Manager:	Area Director
Direct reports:	TBA
Purpose of role:	Provide professional leadership and management of the school that will promote a secure foundation from which to achieve high standards in all areas of the schools

The Kent Catholic Schools' Partnership is a multi-school trust of 25 Catholic schools in Kent, 20 Primary and 5 Secondary, all of which are part of the Archdiocese of Southwark. We strive together to ensure that our schools will offer an ambitious education and curriculum for all, with a firm focus on the provision of excellent teaching and learning to ensure that the potential of each and every one of our children and young people in our schools is fulfilled; whatever their need.

We work together in a partnership which is willing to share outstanding expertise, offers support and challenge when needed, supports wellbeing effectively, and which keeps everyone in our school communities safe.

The postholder will be a practising Catholic and so be able to clearly support our Catholic mission, the work of the Trust and that of the wider Catholic faith.

Job Purpose

The Headteacher must understand the nature and purpose of Catholic Education and know that his or her first responsibility is to establish and sustain the Catholic identity of the school and to safeguard the teachings of the Church. He or she must ensure that this Catholic identity is reflected in every aspect of the life of the school. The core purpose of this role is to provide professional leadership and management of the school that will promote a secure foundation from which to achieve high standards in all areas of the school's work.

The Headteacher will:

- Hold and articulate clear Catholic values and moral purpose focused on providing a world-class education for the pupils they serve and reflecting the Catholic foundation of the school.
- Establish and sustain the school's ethos and strategic direction together with the governance committee and through consultation with the school community
- Ensure that all Safeguarding arrangements are in place to keep every child safe.
- Establish and oversee systems, processes, and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently, and effectively
- Ensure strategic plans take into account the changing needs of the area and plans for development of Catholic education.

Qualities

The Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

Duties and Responsibilities

The Headteacher's leadership should take Christ as its inspiration. Through performance management and effective continuing professional development practice, the Headteacher will support all staff to achieve their potential in order to secure the best outcomes for all pupils at the school.

School culture and behaviour

The Headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour, attendance, and punctuality, from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- To foster collective worship and spiritual development in partnership with the parish church in a way which is open, inclusive and respectful of diversity.

Teaching, curriculum, and assessment

In a Catholic school, learning and teaching acknowledges pupils' individual worth as children of God. The Headteacher, supported by the Trust and the governance committee, has a central responsibility for securing high quality of teaching and learning and pupil achievement. The Headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

Additional and special educational needs (SEN) and disabilities

The Headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils all statutory duties, including the SEND Code of Practice.

Managing the school, finances and estate

The Headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff wellbeing with due attention to workload
- Ensure rigorous approaches to identifying, managing, and mitigating risk
- Exercise strategic, curriculum-led financial planning in collaboration with the Business Manager to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements, the school's sustainability and its Catholic character. Work within financial parameters that help ensure the immediate and long-term financial viability of the school and are allied the same for all schools in the Trust
- Work to augment resources in ways consistent with its mission and Gospel values, e.g., engaging in appropriate fund-raising activity
- Negotiate contracts and services to achieve value for money
- Ensure the effective management and maintenance of school grounds and buildings with the support and advice of the Business Manager.
- Manage the day-to-day organisation and use of school accommodation so that it meets the needs of the curriculum, health and safety requirements and remains consistent with Trust and Diocesan requirements with respect to assets
- Meet and exceed wherever possible all safeguarding accountabilities, particularly the learning, social and faith needs of children 'looked after' (CLA) and children 'in need' (CiN), making sure targeted budgets for these and other vulnerable groups are used for their intended purpose.
- Cultivate a team approach with the Trust and governance committee members, staff and other stakeholders to ensure all available resources for the school's pupils are used appropriately with pupils in mind first and foremost, and their delivery of Catholic witness
- Undertake any additional requirements of the Trust commensurate with the seniority of the Headteacher
- Undertake all statutory responsibilities and routines of the role of Headteacher, including, HR, Health & Safety, Business Continuity Planning, and Risk Assessment

Professional development

The Headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet own needs including engaging fully with the Trust CPD training offer and mentoring programme

Governance, accountability and working in partnership

The Headteacher will:

- Understand and welcome the role of effective governance
- Create a shared vision for the school that expresses core educational values and moral purpose flowing from a living faith in Jesus Christ
- Ensure the school community is closely integrated into parish life
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Other areas of responsibility

In a Catholic school the development of the whole person should be reflected in all aspects of school life.

The Headteacher will:

- Regularly review their own practice and take responsibility for his/her own personal and spiritual development
- Ensure the spiritual development of students and staff is given clear focus and is promoted through the prayer life and liturgy of the school
- Maintain a culture of dignity and respect in line with the school's ethos and values, and act firmly against all forms of bullying and other behaviours that are contrary to the school's values.
- Build a school culture and curriculum which take into account the richness and diversity of the school's community
- Create and promote positive strategies for challenging all types of prejudices and discrimination
- Encourage students to contribute to the life of the school, through activities such as the school council
- Develop pupils through promoting a wide range of enrichment activities including school trips, clubs, sport, cultural activities, voluntary activities, engagement with the local community and the wider world
- Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development
- Provide appropriate support to children from disadvantaged backgrounds, Special Educational Needs, or Disabilities to allow them to participate fully in enrichment activities
- Celebrate achievements of teams and individuals to ensure a culture across the whole school

Equality and Diversity:

The Headteacher will:

- Ensure equality in the workplace regardless of race, age, disability, gender, sexual orientation, or religious belief
- Support people to express their individuality and uniqueness in all areas of life

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Practising Catholic • Qualified teacher status • Degree • National Professional Qualification for Headship (NPQH) or be expecting to complete within 2 years
Experience	<ul style="list-style-type: none"> • Substantial and successful leadership and management experience in a school • Teaching experience • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development
Skills and knowledge	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve • Understanding of school finances and financial management • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships
Personal qualities	<ul style="list-style-type: none"> • Commitment to uphold the 7 principles of public life (the <u>Nolan principles</u>) at all times • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position

Notes:

This job description may be amended at any time in consultation with the postholder.

Line manager's signature:

Date: