**Job Description**

A computer screen shot of a school

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**Job Title: Head Teacher in a full-time position.**

As a leader of a Catholic school community, a Headteacher:

* The Head Teacher will promote and support the vision and direction of the school, providing day-to-day leadership that be responsible for leading Catholic education based on Gospel Values, will enable the school to build success and provide the highest quality education for the best interests of the school’s pupils. The Head Teacher leads and manages the school on a day-to-day basis and is the first point of contact for all stakeholders and external agencies in matters relating to the school.
* Working with Governors to create the strategic vision for the school in the partnership and promote the vision of Catholic education, values and ethos to pupils, staff, Governors, parents, parish, and the wider community.
* Motivate others to create a shared learning culture and positive climate through distribution of leadership through teams and individuals in the school.
* Develop a shared expectation of outstanding teaching and learning, with opportunities for shared learning and Continued Professional Development. (CPD)
* Monitor progress against targets for pupil achievement and make suggestions to improve teaching and learning practices accordingly.
* Set high educational standards – ensure staff understand this expectation and that effective support measures are in place to help staff achieve this aim. Uphold their duty to give account and accept responsibility.
* Monitor school leaders’ performance and conduct reviews of performance – offer support and training as appropriate. Set high expectations and challenging targets for the school.
* Create an inspiring, professional work environment consistent with the school’s values and aspirations.
* Be responsive to the needs of pupils, listen to pupil voice surveys and suggest adjustments to improve teaching strategies accordingly. Create a curriculum that is child centred and inspiring so that high standards in attainment and achievement are reached and maintained.
* Know, understand and act within the statutory frameworks which set out their professional duties and responsibilities. Articulate the school’s vision as a provider of Catholic education to key stakeholders within the partnership and ensure the vision is regularly reviewed.

**Section 1: Ethics and Professional Conduct.**

Catholic Headteachers are expected to demonstrate consistently high standards of principled and professional conduct, inspired by Christ and demonstrate the qualities of character, fundamental to the Catholic tradition: faith, hope, love, justice, solidarity temperance, fortitude and practical wisdom. A Catholic Headteacher is expected to meet the teachers’ standards and be responsible for providing the conditions in which teachers can fulfil them.

In addition, a Catholic headteacher upholds and demonstrated the Seven Principles of Public Life, at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

* Selflessness
* Integrity
* Objectivity
* Accountability
* Openness
* Honesty
* Leadership

A Catholic Headteacher is the custodian of a Catholic school and as such embodies the abundant hope of the Church has placed in education. A Catholic Headteacher is entrusted with the task of human formation in conformity with Christ and Church teaching, maintaining high standards of ethics and behaviour, both within and outside school.

**A Catholic Headteacher:**

* Builds relationships of mutual respect, rooted in the belief that all are made in the image and likeness of God and observe proper boundaries appropriate to their professional position.
* Will show tolerance and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary society, enabling each person to play their full part in building and sustaining the Common Good.
* Will uphold British values, including democracy, rule of law, individual liberty and mutual respect, tolerance of those of different faiths and beliefs understanding that such values are rooted in the Catholic understanding of dialogue and Catholic Social Teaching.

**Section 2: Headteacher Standards.**

**School Culture:**

* To establish and sustain a Christ centred vision embodied in the school’s Catholic mission, ethos and strategic direction in partnership with the parish and Trust (If appropriate), governors, the school community and Archdiocese.
* To create a Christ inspired culture where pupils experience a positive and enriching school life, enabling them to flourish.
* To uphold aspirational educational standards, which reflect the distinctive nature of Catholic education and which prepares pupils from all backgrounds for their future.
* To ensure a culture of professionalism based on mutual respect and the pursuit of excellence.

**Teaching:**

* To establish and sustain high quality teaching, across all subjects and phases, built on evidence and research based understanding.
* To ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of the subject or specialism and demonstrates how each subject and discipline, contributing to the Christian vision of human flourishing.

**Curriculum and Assessment:**

* To ensure a broad, structured and coherent curriculum entitlement, grounded in the distinctive characteristics of Catholic education which clearly sets out the knowledge, skills and values that will be taught.
* To establish and develop effective curricular leadership, developing the expertise of subject leaders, providing access to range of networks and communities.
* To ensure valid, reliable and accurate approaches are used when assessing pupils’ knowledge and understanding of the curriculum.

**Behaviour:**

* To develop and establish high expectations of behaviour, based on love, justice and reconciliation, built upon relationships and rules that are understood by all.
* To ensure high standards of behaviour through the promotion of the school’s values, ethos and mission, in accordance with the school’s behaviour policy.
* To adopt a consistent approach to the application of behaviour management.

**SEND:**

* To ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities in light of the principles of Catholic Social Teaching.
* To ensure the school works effectively in partnership with parents, carers, parish and professionals, to identify the needs of SEND children, providing support and adaptation where required.
* To ensure that the school fulfils its statutory duties with regards to the SEND code of practice.

**Professional Development:**

* To ensure that staff are provided with high quality CPD, in all areas of practice and that is aligned to the school development areas.
* To make sure that all CPD is strategically planned, sequenced and evaluated. That is consistent with the approaches laid out in the standards for teachers’ professional development
* To draw on experts to provide high quality CPD, including diocesan and nationally recognised career and professional frameworks and programmes.
* To ensure the building of capacity and to support succession planning.

**Organisation and Management:**

* To have an effective approach to safeguarding, to ensure the protection and safety of both staff and pupils.
* To allocate and prioritise financial resources, ensuring efficiency, probity and effectiveness. The use of public funds should reflect the school’s Catholic mission.
* To ensure a good work/life balance for staff, through effective management and deployment.
* To develop and oversee systems, processes and policies that enable the school to operate effectively, where there is a clear understanding of the Church’s mission in education.
* To have a robust approach in identifying, managing and mitigating any risks

**Continuous School Improvement:**

* To identify, evaluate and analyse any persistent problems and barriers which limit the effectiveness of the school, identifying key areas for improvement.
* To develop evidenced based and well-targeted plans that are both timely and realistic and which are suited to the school’s Catholic context.
* To ensure careful and effective implementation of improvement strategies, which lead to improvement over time.

**Working in Partnership:**

* To develop strong relationships with the wider community, working in partnership with parents, carers, the parish, diocese and the local community.
* To develop the network of Catholic schools, other schools and organisations, in a spirit of challenge and support.
* To develop relationships with other professionals in a range of public services, to improve the educational outcome for all pupils.

**Governance and Accountability:**

* To embrace the contribution of effective governance, rooted in strategic stewardship of Catholic mission in education, upholding the obligation to give account and accept responsibility.
* To develop and nurture a professional and appropriate relationship with governors which is inspired by a Christ centred vision for human formation.
* To ensure that staff are clear on their professional responsibilities and that they are held to account.
* To ensure that the school operates within the required regulatory frameworks and meets all of its statutory duties.

*Based on the 2020 DfE Headteachers’ Standards. These have been amended to reflect the distinctive nature of Catholic leadership and the role of a Catholic leader in upholding the mission of the Church.*