



Knowledge-rich, skills led learning for all,  
Christ at our heart,  
Serving everyone in our community,  
Partnership of love, ambition, joy, and peace.

## Job Description

### Headteacher

<b>Salary range:</b>	L14 – L21
<b>Place of work:</b>	St Augustine's Catholic Primary School, Tunbridge Wells
<b>Line Manager:</b>	Area School Improvement Partner
<b>Direct reports:</b>	All St Augustine's school staff
<b>Purpose of role:</b>	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

*The Kent Catholic Schools' Partnership is a multi-school trust of 32 Catholic schools in Kent, 27 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**

### **Introduction**

The core purpose of the Headteacher in a Catholic school is to provide leadership in the context of a community rooted in the Christian faith. Thus, it is an essential requirement the person appointed to the post at St Augustine's Catholic Primary School has a strong, personal faith and recognises the opportunities and challenges facing our school as a vibrant part of the mission of the Church in education.

We are seeking to appoint a highly effective, dynamic and inspirational Catholic leader with a passion for inclusive community building to lead St Augustine's Catholic Primary School on its improvement journey. The successful applicant will be a practising Catholic who can demonstrate how this can be achieved by making the school's values, aims and purpose a reality for all the pupils, staff and the wider community.

The successful candidate will have strong leadership skills, a deep understanding of educational best practices and a commitment to fostering a positive and inclusive learning environment for all pupils and staff. If you are ready to take on this rewarding and influential role, we encourage you to apply and be part of our family.

You will witness the dedication and commitment of our staff in providing the highest quality education to our pupils. Together, we have achieved numerous successes, and we are proud of the positive impact we have made on the lives of our children and families. The position of Headteacher at St Augustine's Catholic Primary School offers a unique opportunity to lead an exceptional team of educators, support staff, and pupils in achieving academic excellence and fostering a nurturing learning environment. We are confident that with the right leadership, the school will continue to thrive and maintain its reputation for excellence in education.

We encourage qualified candidates with a passion for education, strong leadership skills, and a commitment to fostering a culture of inclusivity and academic excellence to apply for the position. The successful candidate will have the opportunity to build upon the foundation that has been laid and lead St Augustine's into its next chapter of continued success.

A practising Catholic is someone who has been sacramentally initiated into the Catholic Church and who adheres to those substantive life choices which do not impair them from receiving the sacraments of the Church and which will not be in any way detrimental or prejudicial to the religious ethos and character of the school. Inspired by the Gospel and sustained by God's grace, a 'practising Catholic' will give sincere external expression to their interior faith through specific religious, moral and ethical behaviour which is in accordance with the teaching of Christ and the Catholic Church.

<b>Qualities and Knowledge</b>	<b>Essential or Desirable</b>	<b>Evidence</b>
A practising Catholic, evidenced by a priest reference	<b>E</b>	<b>I/R</b>
Qualified Teacher Status	<b>E</b>	<b>A</b>
Degree	<b>E</b>	<b>A</b>
NPQH or similar	<b>D</b>	<b>A</b>
CCRS	<b>D</b>	<b>A</b>
Teaching and leadership experience in one or more Catholic primary/secondary schools	<b>D</b>	<b>A/I/R</b>
Lead by example and be a positive role model with excellent communication skills	<b>E</b>	<b>I/R</b>
Ability to articulate a clear vision and purpose for Catholic education and to share their Catholic faith with a range of colleagues who may or may not be Catholic	<b>E</b>	<b>A/I/R</b>
Personal impact and presence	<b>E</b>	<b>I/R</b>
Participation in a parish community	<b>E</b>	<b>A/I/R</b>
Ability to lead the spiritual development of staff and pupils	<b>E</b>	<b>I/R</b>
Understand the current educational provision and the wider school systems	<b>E</b>	<b>A/I</b>
Political and financial astuteness	<b>E</b>	<b>A/I/R</b>
Demonstrate and experience of working alongside clergy and faith leaders.	<b>E</b>	<b>A/I/R</b>
<b>Pupils and Staff</b>	<b>Essential or Desirable</b>	<b>Evidence</b>
Have ambitious standards and high expectations for all pupils	<b>E</b>	<b>A/I/R</b>
Excellent understanding of high-quality teaching and learning	<b>E</b>	<b>A/I/R</b>
Promote the development of the whole child	<b>E</b>	<b>A/I/R</b>
Use data analysis to effectively drive whole school improvement	<b>E</b>	<b>A/I/R</b>
Encourage staff and pupils to develop their unique potential, character	<b>E</b>	<b>A/I/R</b>
Identify emerging talent, develop excellence and clear succession planning	<b>E</b>	<b>A/I/R</b>

<b>Systems and Process</b>	<b>Essential or Desirable</b>	<b>Evidence</b>
Effective strategic leadership and astute and understanding of school finance	<b>E</b>	<b>A/I/R</b>
Ensure the safety of all staff and pupils, at all times	<b>E</b>	<b>A/I/R</b>
Promote excellent behaviour and positive attitudes to school life	<b>E</b>	<b>A/I/R</b>
Systems for appraisals to hold all staff to account	<b>E</b>	<b>A/I/R</b>
Skills to challenge underperformance	<b>E</b>	<b>A/I/R</b>
Understanding the importance of strong governance to hold the school to account	<b>E</b>	<b>A/I/R</b>
Ensure value for money in deploying resources and budgets, for the best outcomes for all	<b>E</b>	<b>A/I/R</b>
Promote distributive leadership throughout the school	<b>E</b>	<b>A/I/R</b>
<b>School Improvement</b>	<b>Essential or Desirable</b>	<b>Evidence</b>
Knowledge and experience of working with other schools and organisation	<b>E</b>	<b>A/I/R</b>
Develop effective partnerships with other professionals	<b>E</b>	<b>A/I/R</b>
Use evidence-based research to achieve excellence	<b>D</b>	<b>A/I/R</b>
Provide opportunities for high quality staff development	<b>E</b>	<b>A/I/R</b>
A confident and innovative approach to school improvement	<b>E</b>	<b>A/I/R</b>
Provide inspiration and encouragement for all members of the community	<b>E</b>	<b>A/I/R</b>
<b>Child Protection</b>	<b>Essential or Desirable</b>	<b>Evidence</b>
Ensure all CP policies and procedures adopted by governors are fully implemented and adhered to by staff	<b>E</b>	<b>A/I/R</b>
Ensure that sufficient resources and time are allocated to enable staff to perform their CP related responsibilities effectively	<b>E</b>	<b>A/I/R</b>
<b>Securing Accountability</b>	<b>Essential or Desirable</b>	<b>Evidence</b>
Fulfil all commitments arising from contractual accountability to the governing body	<b>E</b>	<b>A/I/R</b>
Ensure individual staff accountabilities are clear, understood, agreed, reviewed and evaluated	<b>E</b>	<b>A/I/R</b>
Work with the governing body to enable it to meet its statutory responsibilities	<b>E</b>	<b>A/I/R</b>
Develop an accurate and understandable account of the school's performance for a range of stakeholders	<b>E</b>	<b>A/I/R</b>
Personally contribute to school achievement, taking account of feedback from others	<b>E</b>	<b>A/I/R</b>

<b>Strengthening the Community</b>	<b>Essential or Desirable</b>	<b>Evidence</b>
Build a culture and curriculum which takes account of the richness and diversity of the community's Catholic faith	<b>E</b>	<b>A/I/R</b>
Create and promote strategies for challenging racial and other prejudices	<b>E</b>	<b>A/I/R</b>
Ensure that learning experiences are enriching and are linked into and integrated with the wider community	<b>E</b>	<b>A/I/R</b>
Collaborate with agencies in providing for the academic, spiritual, moral, social, emotional and cultural wellbeing of all	<b>E</b>	<b>A/I/R</b>
Develop and maintain an effective partnership with parents and carers	<b>E</b>	<b>A/I/R</b>
Share effective practice, working in partnership with other schools	<b>E</b>	<b>A/I/R</b>
<b>Application Form and Letter</b>	<b>Essential or Desirable</b>	<b>Evidence</b>
The appropriate form to be completed in full and legible	<b>E</b>	<b>A</b>
Supporting statement to be clear, concise and related to the post being applied for and appointment criteria (No more than 2 sides of A4 in font size 11)	<b>E</b>	<b>L</b>
<b>Confidential References and Reports</b>	<b>Essential or Desirable</b>	<b>Evidence</b>
A positive and supportive written faith reference from a priest where the applicant regularly worships	<b>E</b>	<b>R</b>
A positive recommendation from current employer or Headteacher	<b>E</b>	<b>R</b>
A second professional reference	<b>E</b>	<b>R</b>

**Notes:**

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