

HEADTEACHER JOB DESCRIPTION

CATHOLIC PRIMARY AND SECONDARY SCHOOLS

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. The governors will appoint a practising Catholic who can show by example and from experience that he or she will ensure that the school is Catholic in all its aspects. The appointment is subject to the current conditions of service for headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out their duties, the headteacher shall consult, where appropriate, the governing body, the Diocese, the Local Authority, the staff of the school, the parents of its pupils and the parish(es) served by the school.

KEY AREA OF RESPONSIBILITY

1. Strategic direction and development of the school

The strategic direction and development of a Catholic school stems from the educational mission of the Church which is reflected in the school's Mission Statement and School Development/Improvement Plan.

The headteacher works with the governing body to develop a vision and strategic view for the school in its service to the community. The headteacher also analyses and plans for future needs and further development within Diocesan, local and national contexts.

MAIN TASKS

- 1.1 To work with the governing body and staff, to determine and fulfil the Mission Statement.
- 1.2 To work with the governing body in formulating the educational aims, objectives and targets of the school and policies for their implementation.
- 1.3 To ensure and agree the production of the School Improvement Plan.
- 1.4 To monitor and evaluate the performance of the school and its achievements as a Catholic school, responding and reporting to the governing body as required.
- 1.5 To motivate staff and pupils through interest, encouragement and recognition of their unique value.
- 1.6 To implement the governing body's policies on equal opportunities.
- 1.7 To participate to such an extent as may be appropriate having regard to the headteacher's other duties, in teaching pupils at the school.

- 1.8 To ensure that the management, finances, organisation and administration of the school support its vision and aims and that they are appropriate to the schools present and likely future resources.
- 1.9 To arrange for a deputy headteacher, or other suitable person, to assume responsibility for the discharge of the headteacher's functions at any time when absent from school.

KEY AREA OF RESPONSIBILITY

2. Teaching and learning

In a Catholic school, the search for excellence is expressed in teaching and learning which responds to the needs and aspirations of its pupils and acknowledges their individual worth as children of God.

The headteacher works with the governing body to secure and sustain effective teaching and learning throughout the school. The headteacher also monitors and evaluates the quality of teaching and standards of attainment, using relevant benchmarks and setting targets for improvement.

MAIN TASKS

- 2.1 To determine, organise and implement, in collaboration with other appropriate persons or bodies, a curriculum which:
 - a) Follows the curriculum policy of the governing body and meets the statutory requirements.
 - b) Is relevant to the needs, experience, interests, aptitudes and stages of development of all pupils, including those with Special Educational needs.
 - c) Ensures the Diocesan policy of Religious Education is fulfilled.
 - d) Fulfils the headteacher's statutory duties in relation to the curriculum including the National Curriculum.
 - e) Includes arrangements for the daily Act of Collective Worship and the spiritual life of the school.
- 2.2 To develop means whereby:
 - a) School policies on curriculum, assessment, recording and reporting inform effective teaching and learning.
 - b) The arrangements for teaching and learning from a co-ordinated, coherent curriculum entitlement for all pupils.
 - c) Information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers and to aid governors in fulfilling their responsibilities for the school.
 - d) There is continuity of learning and progression for all pupils.
 - e) Challenging targets are set for pupil attainment leading to whole-school improvement.

- 2.3 To provide a curriculum for the spiritual, moral, social and cultural development of all pupils.
- 2.4 To ensure appropriate pastoral care and guidance for all in accordance with the Mission Statement.
- 2.5 To determine appropriate pupil groupings which reflect the values of the Mission Statement.
- 2.6 To determine and publicise the means for promoting:
 - a) Pupil self-discipline.
 - b) Respect for self, others and authority.
 - c) Good behaviour on and off school premises in accordance with any written directions of the governing body.
- 2.7 To handle pupil disciplinary cases in accordance with school policy and the provisions of the 1998 Education Act.
- 2.8 To promote a school ethos which extends opportunities for learning and encourages extra-curricular activities.

KEY AREA OF RESPONSIBILITY

3. Leading and managing staff

In a Catholic school the role of headteacher is one of leadership of a learning community rooted in faith. The headteacher's leadership should take Christ as its inspiration. The headteacher's management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God.

The headteacher's leadership should motivate, support, challenge and develop staff.

MAIN TASKS

- 3.1 To assist the governing body in determining the staffing structure of the school.
- 3.2 To assist the governing body and participate in the key task of selecting and appointing teaching and non-teaching staff, having regard to Diocesan and Local Authority guidelines and advice.
- 3.3 To deploy and manage all teaching and support staff appointed to the school by allocating particular duties, including such duties of the headteacher as may be properly delegated in a manner which is reasonable and consistent with their conditions of employment.
- 3.4 To ensure that cover is provided for absent teachers and is shared as equitably as possible.
- 3.5 To promote and develop good management practice, positive staff participation, effective communication and clear procedures.

- 3.6 To supervise and participate in arrangements made in accordance with the Regulations for the appraisal of the performance of teachers in the school, including participation in the identification of areas in which he/she would benefit from further training and undergoing such training.
- 3.7 To implement staff development policies appropriate to the Catholic nature of the school in relation to:
 - a) The induction of new and newly qualified teachers and other staff.
 - b) The development of professional knowledge, skills and abilities including those necessary for career development.
 - c) The provision of professional advice, support and training.
 - d) The provision of references where relevant to career progression.

KEY AREA OF RESPONSIBILITY

4. Efficient and effective deployment of staff and resources

In the Catholic school, all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the school's Mission Statement.

The headteacher deploys staff and other resources efficiently and effectively to meet specific objectives in line with the school's Mission Statement and with the strategic plans determined by the governing body.

MAIN TASKS

- 4.1 To implement the policies and procedures of the governing body concerning the resource and premises management of the school, in accordance with the Mission Statement, other guidance and any legal requirements.
- 4.2 To allocate, control and account for those financial and material resources of the school which are delegated to the headteacher.
- 4.3 To ensure the security, maintenance and cleanliness of the school and its surroundings in accordance with any Local Authority regulations and governing body responsibilities under Health and Safety and other relevant legislation.
- 4.4 To seek to provide an attractive environment which stimulates learning and enhances the appearance of the school, and expresses the Catholic identity of the school.
- 4.5 To ensure that the external agencies and services contracted to the school work effectively.

KEY AREA OF RESPONSIBILITY

5. Accountability

In a Catholic school, the headteacher fulfils their responsibilities in accordance with the Mission Statement. The headteacher supports the governing body in fulfilling its responsibilities under Canon Law to the Diocese and in accordance with national legislation.

The headteacher accounts for the efficiency and effectiveness of the school to the governing body and the wider community of the school.

MAIN TASKS

5.1 In relation to the governing body:

- a) To advise and assist in the exercising of its functions.
- b) To attend meetings of the governing body, without prejudice to any rights the headteacher may have as a governor of the school.
- c) To report to the governing body as required.

5.2 In relation to Parish(es) and the community:

- a) To develop and maintain positive relationships with the parish community.
- b) To ensure that the school recognises and meets its responsibilities to the life of the local community.
- c) To develop links with local employers for the benefit of pupils and the school.
- d) To promote a positive image of the school in accordance with the Mission Statement.

5.3 In relation to parents and those with parental responsibility:

- a) To recognise the authority of the Bishop in relation to the provision of education in the Diocese.
- b) To work with Diocesan Authorities and to provide them with such information as they require.

5.4 In relation to parents and those with parental responsibility:

- a) To build an effective partnership between parents and the school, recognising them as the first educators of their children.
- b) To promote understanding of the mission, aims and ethos of the school by providing regular information to parents about.
 - c) the school curriculum
 - d) the progress of their children
 - e) other matters relating to teaching methods and organisation
- f) To contribute to the provision by the governors of a school prospectus and to their annual report to parents.
- g) To provide opportunities for dialogue between parents and staff and to encourage their involvement.
- h) To promote involvement in the wider life of the school.

5.5 In relation to the Local Authority:

- a) To ensure liaison and co-operation with officers and support services.

- b) To work with officers in the monitoring and evaluation of the school according to such arrangements as may be required by and/or agreed between the governing body and the Local Authority.
- c) To make such reports in connection with the discharge of the headteacher's functions as may be properly required.
- d) To have regard to the provisions of the Code of Practice on Local Authority/School Relations.

5.6 In relation to other schools, colleges and educational bodies:

- a) To promote continuity of learning, progression of achievement and curriculum development.
- b) To arrange for effective transfer and induction of pupils.
- c) To maintain effective liaison.
- d) To maintain effective relationships with other schools, and especially with other Catholic schools in matters of common concern.
- e) To provide training and work-experience placements for school and college students as appropriate and in accordance with school policy.

5.7 In relation to other professional bodies, agencies and services:

To liaise in the best interests of pupils or in meeting statutory obligations, with other educational professionals, medical, social and other support services.