

**The Federation of St Mary's Catholic Schools
Newton-le-Willows**

JOB DESCRIPTION

ACADEMIC YEAR 2015-16

JOB TITLE	Head of School
SALARY SCALE	Leadership Point 9 - 13
LINE MANAGER	Executive Headteacher

The Head of School should endeavour to maintain and develop the Catholic character of the school, in accordance with the directions given by the Governors and the Executive Headteacher.

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 appointment is subject to the current conditions of employment for Class Teachers contained in the School Teachers Pay and Conditions Document, School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

PRIMARY PURPOSE OF THE JOB:

To work with the Executive Headteacher and the Senior Leadership Team in order to promote effective education for all children within the framework provided by the policies of the Governing Body and the Authority with regard to all statutory requirements.

The role involves providing the best working environment possible to enable each child to fulfil their potential, regardless of their background or circumstances.

DIRECTLY RESPONSIBLE TO:

The Executive Headteacher and the Governing Body.

PRINCIPAL RESPONSIBILITIES:

Responsible for:

- i. the professional duties of Head of School as set out in the current Teachers' Pay and Conditions Document.

KEY AREAS OF RESPONSIBILITY

1. SHAPING THE FUTURE OF THE SCHOOL

Work with the Executive Headteacher in:

- 1.1 to work collaboratively with colleagues across the federation fulfilling the Mission Statement, ensuring the vision for the federation is clearly articulated, shared, understood and acted upon effectively by all;
- 1.2 working within the federation community to translate the vision into agreed objectives and improvement plans which will promote and sustain school improvement;
- 1.3 demonstrating the vision and values in everyday work and practice;
- 1.4 motivating and working with others to create a shared culture and positive climate;
- 1.5 ensuring creativity, innovation and the use of appropriate new technologies to achieve excellence;
- 1.6 ensuring that strategic planning takes account of the diversity, values and experience of the federation and the community at large;
- 1.7 participating, to such an extent as may be appropriate, having regard to the Head of School's other duties, in teaching pupils at the school;
- 1.8 assisting in the task of ensuring that management, finances, organisation and administration of the school support its vision and aims and are appropriate to the federation's present and likely future resources;

2. LEADING LEARNING AND TEACHING

Work with the Executive Headteacher in:

- 2.1 ensuring the Diocesan policy on Religious Education is fulfilled;
- 2.2 ensuring a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning;
- 2.3 ensuring that learning is at the centre of strategic planning and resource management;
- 2.4 establishing creative, responsive and effective approaches to learning and teaching;
- 2.5 ensuring a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning;
- 2.6 demonstrating and articulating high expectations and setting challenging targets for the whole federation community;
- 2.7 implementing strategies which secure high standards of behaviour, attendance and punctuality;
- 2.8 determining, organising and implementing a diverse, flexible curriculum;
- 2.9 determining, organising and implementing an effective assessment framework;
- 2.10 taking a strategic role in the development of new and emerging technologies to enhance and extend the learning experiences of pupils;
- 2.11 monitoring, evaluating and reviewing classroom practice and promoting improvement strategies;
- 2.12 challenging underperformance at all levels and ensuring effective corrective action and follow up;
- 2.13 providing a curriculum for the spiritual, moral, social and cultural development of all pupils;

- 2.14 ensuring appropriate pastoral care and guidance for all in accordance with the Mission Statement;
- 2.15 determining appropriate pupil groupings;
- 2.16 determining and publicising the means for promoting pupils':
 - a) self-discipline;
 - b) respect for self, others and authority;
 - c) good behaviour on and off school premises.
- 2.17 promoting a school ethos which extends opportunities for learning and encourages extra-curricular activities.

3. DEVELOPING SELF AND WORKING WITH OTHERS

Work with the Executive Headteacher in:

- 3.1 treating people fairly, equitably and with dignity and respect to create and maintain a positive school ethos and culture;
- 3.2 building a collaborative learning culture within the federation and actively engaging with other schools to build an effective learning community;
- 3.3 developing and maintaining effective strategies and procedures for staff induction, professional development and performance review appropriate to the catholic nature of the federation;
- 3.4 ensuring effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities;
- 3.5 acknowledging the responsibilities and celebrating the achievements of individuals and teams;
- 3.6 developing and maintaining a culture of high expectations for self and for others and taking appropriate action where performance is unsatisfactory;
- 3.7 regularly reviewing own practice, setting personal targets and taking responsibility for own personal development;
- 3.8 managing own workload and that of others to allow an appropriate work/life balance.

4. MANAGING THE SCHOOL

Work with the Executive Headteacher in:

- 4.1 maintaining and reviewing an organisational structure which reflects the federation's values, and enables the management systems, structures and processes to work effectively in line with the Mission Statement and legal requirements;
- 4.2 maintaining, producing and implementing clear, evidence based improvement plans and policies for the development of the federation and its facilities;
- 4.3 ensuring that policies and practices take account of national and local circumstances, policies and initiatives;
- 4.4 managing the federation's financial and human resources effectively and efficiently to achieve the federation's educational goals and priorities;
- 4.5 recruiting, retaining and deploying staff appropriately and managing their workload to achieve the vision and goals of the federation;
- 4.6 implementing successful performance management strategies with staff;

- 4.7 seeking to provide an attractive environment which stimulates learning and enhances the appearance and expresses the Catholic identity of the federation;
- 4.8 managing and organising the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations;
- 4.9 ensuring that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and providing good value for money;
- 4.10 using and integrating a range of technologies effectively and efficiently to manage the federation;
- 4.11 the implementation of staff development policies appropriate to federation with regard to:
 - a) the induction of new and newly qualified staff;
 - b) the development of professional knowledge, skills and abilities including those necessary for continuous professional development;
 - c) the provision of professional advice, support and training;
 - d) the provision of references where relevant to career progression.
- 4.12 maintaining positive and professional relationships with individuals and groups including staff unions and associations;
- 4.13 demonstrating effective leadership and management through good professional practice;
- 4.14 participating in the setting and/or monitoring of targets relating to their own performance and that of other staff.

5. SECURING ACCOUNTABILITY

Work with the Executive Headteacher in:

- 5.1 fulfilling commitments arising from contractual accountability to the governing body in accordance with the federation's Mission Statement;
- 5.2 developing an ethos which enables everyone to work collaboratively, sharing knowledge and understanding, celebrating success and accepting responsibility for outcomes;
- 5.3 ensuring individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation;
- 5.4 working with the governing body to enable it to meet its responsibilities;
- 5.5 developing and presenting a coherent, understandable and accurate account of the federation's performance to a range of audiences including governors, parents and carers;
- 5.6 reflecting on personal contribution to federations achievements and taking account of feedback from others;

6. STRENGTHENING COMMUNITY

Work with the Executive Headteacher in:

- 6. 1 building a federation culture and curriculum which takes account of the richness and diversity of the school's communities;
- 6. 2 creating and promoting positive strategies for challenging racial and other prejudices and dealing with racial harassment;

6. 3 ensuring learning experiences for pupils are linked into and integrated with the wider community;
6. 4 ensuring a range of community-based learning experiences;
6. 5 collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families;
6. 6 creating and maintaining an effective partnership with parents and carers to support and improve pupils' achievement and personal development;
6. 7 seeking opportunities to invite parents and carers, community figures, businesses or other organisations into the federation to enhance and enrich the federation and its value to the wider community;
6. 8 contributing to the development of the education system by for example:
 - a) sharing effective good practice
 - b) working in partnership with other schools
 - c) promoting innovative initiatives
 - d) developing links with employers for the benefit of the pupils and the school;
 - e) promoting a positive image of the federation.
6. 9 liaising and working in partnership with the Diocesan Authorities, LA Officers and support services, including the monitoring and evaluation of the work of the school;
6. 10 promoting and developing collaboration with schools and educational bodies by:
 - a) promoting continuity of learning, progression of achievement and curriculum development;
 - b) arranging for effective transfer and induction of pupils;
 - c) maintaining effective liaison;
 - d) maintaining effective relationships;
 - e) providing training and work experience placements as appropriate and in accordance with federation policy.