



# St Thomas Becket Catholic Primary School



## Head teacher Job Description

### **Mission Statement:**

St. Thomas Becket School is a multi-cultural Catholic primary school that strives to be a positive force in the life of the church. We aim to create a community that is underpinned by the Gospel values of Christ; where all children have the opportunity to develop spiritually, creatively, physically, socially and academically; where the talents and abilities of all members are valued and where compassion, tolerance and forgiveness are guiding principles.

**Job Purpose:** To lead and manage the school in consultation with the academy board in order to provide a Catholic Christian educational community in which all are enabled to achieve their highest potential.

**Responsible to:** The Headteacher is an employee of St Thomas Becket's Academy Board and is required to carry out professional duties as detailed in this job description and current version of the School Teachers' Pay and Conditions Document, the current National Standards of Excellence for Headteachers, Canon Law, The Trust Deed and Instrument of Government for the school (Articles of Association and memorandum of Understanding).

## **Strategic Direction and Development of School**

The strategic direction and development of the school stems from the educational mission of the Church which is reflected in the school's mission statement, the school's development plan and all policies and procedures.

### **Main tasks:**

- to ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all;
- to work with the Diocese, parish and others to create a shared culture and positive climate that reflects the Mission of the Church in education;
- to work with the board of Trustees in forming educational aims and objectives, targets, outcomes and policies for their implementation;
- to develop and implement the school's plan to promote and sustain ongoing improvement;
- to work with and motivate others to ensure creativity, innovation and quality to achieve excellence;
- to ensure that strategic planning is based on the Governing Body's policies and takes account of the diversity, values and experiences of the school and wider community and the mission of the Church in education.

## **Leading Learning and Teaching**

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

**Main tasks:**

- in consultation with the Governing Body, to develop curriculum policies and practices that: meet statutory requirements; are relevant to the aptitude and stages of development of all pupils, including those with special needs; and provide for the spiritual, moral, cultural, social and emotional development of all pupils;
- to determine and implement a diverse, broad and flexible curriculum and an effective assessment framework;
- to develop systems of evaluating individual pupil progress to improve learning and teaching, motivate pupils, inform parents and challenge staff, including the use of new technology to enhance and extend the learning experience of pupils and staff;
- to ensure the diocesan policies on religious education, relationships and sex education and collective worship are implemented;
- to monitor, evaluate and review teaching practices and promote improvement strategies;
- to identify excellent practice in teaching and disseminate to develop practice across the school;
- to challenge underperformance at all levels and ensure effective remedial action;
- to implement strategies to secure high standards of behaviour and attendance;
- to develop an extended school programme providing high quality opportunities for pupils and staff to pursue learning outside of the classroom setting.

**Leading and Managing Staff**

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

**Main tasks:**

- to assist the Governing Body in determining the staffing structure for the school;
- to develop and maintain effective strategies for recruitment, induction, professional development and appraisal of staff;
- to treat all staff fairly, equitably and with dignity and acknowledge their contributions by acknowledging and praising success;
- to ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and responsibilities;
- to develop and maintain a realistic culture of high expectation for self and others and take appropriate action where necessary;
- to review own practice regularly, set targets and take responsibility for own development;
- to have regard to the work/life balance of individual members of staff.

**Managing the Organisation**

In the Catholic school the deployment of staff, finance, material resources, and time should be done to the promote achievement of outcomes identified in the school development plan.

**Main tasks:**

- to implement policies and procedures of the academy board to create an organisational structure, which reflects the school's Catholic Christian values and enables the management systems, structures and processes to work effectively in compliance with statutory requirements;
- to take responsibility as the Accounting Officer for the academy, and account for the financial resources which are delegated to the Headteacher;
- to manage the school's financial, and human resources effectively and efficiently to achieve the school's educational goals and priorities;
- to manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum, health and safety regulations and reflects the distinctive nature of the Catholic school;
- to ensure stewardship of the buildings and grounds in relation to diocesan requirements;
- to provide a safe and secure environment for all who work in and visit the school;
- to ensure the use of all resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and to secure value for money;

**Securing Accountability**

In the Catholic school the Headteacher fulfils their responsibilities in accordance with its Articles of Association. The Headteacher supports the governing board in fulfilling its responsibilities under Canon Law to the diocese and in accordance with English law.

**Main tasks:**

- to recognise the authority of the Archbishop in relation to the provision of Catholic education in the diocese and to work with diocesan authorities to provide them with such information as they require;
- to fulfil contractual commitments in relation to the academy board including attendance at academy board meetings, reporting to the academy board as required and assisting it in its work as needed;
- to develop and maintain positive relationships with the whole school community, parish, Umbrella Trust and other schools in the area;
- to develop a Catholic ethos enabling all to work collaboratively, share knowledge and understanding, celebrate success and share responsibility for outcomes;
- to ensure individual staff responsibilities are defined clearly, understood and agreed and are subject to review and evaluation;
- to develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including parents, directors, the diocese and the local authority;
- to provide opportunities for parents to have dialogue and meetings with staff in the school to support their children's learning;
- to play a central role in ensuring that safeguarding is effective and visible, and ensure that accurate and up to date records are maintained to satisfy safeguarding regulations;
- to reflect on own personal contributions to school achievement and to take account of feedback from others.

## **Strengthening Community**

In a Catholic school the Headteacher shares responsibility for the mission of the school and the wider diocesan educational system and is therefore called to work in collaboration with others including, parents, clergy, religious, diocesan officers, colleague Headteachers and agencies set up by the Catholic Bishops' Conference of England and Wales, as and when appropriate.

### **Main tasks:**

- to build a school culture and curriculum which takes account of the richness and diversity of the school's communities rooted in the Catholic Christian faith;
- to create and promote positive strategies for challenging all types of prejudices and discrimination;
- to liaise, where appropriate, with offsite learning providers to ensure an appropriate curriculum relevant to individual needs and aspirations;
- to seek opportunities to invite parents, past pupils, community figures, businesses and other organisations into the school to enhance and enrich the school and its value to the wider community;
- to contribute to the development of the education system by, for example, sharing good practice, working in partnership with other schools and promoting innovative initiatives, especially with other diocesan schools;
- to promote and develop the good reputation of the school within the local and wider communities.
- to promote high quality, professional practice within the Croydon Primary umbrella Trust and any future Catholic Mat the school may enter into, that leads to the enhancement of provision to the pupils in St Thomas Becket.