



Job description: Headteacher

Job details

Salary: L33-L39
£97,256 - £112,601

Contract type: Full Time Permanent

Reporting to: CEO St Clare CMAT & Local Academy Committee Notre Dame High School

Level of contact with children **High**

Degree of responsibility for children **High**

Conditions of Employment The conditions of employment for teachers are defined in the current School Teachers' Pay and Conditions Document.

The postholder will be expected to undertake duties in line with the professional standards for qualified teachers/staff employed on the Leadership spine and in particular, those set out in the Head Teachers' Standards.

The postholder will also be expected to implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as a learning and caring community committed to following Christ's teaching.

Purpose of the role

The Headteacher will:

- Ensure that the school lives out its Catholic Christian mission and provides a supportive framework for the spiritual, moral, social and academic development of its students.
- Establish and sustain the school's ethos and strategic direction together with the Local Academy Committee, the Trust CEO and through consultation with the school community
- Lead the management of the school including the establishment and oversight of systems, processes and policies so the school operates effectively
- Promote and safeguard the welfare of the children and young people for whom the school is responsible
- 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
- Advise on and monitor appropriate, efficient and effective allocation of financial resources
- Contribute to and ensure that the school benefits from the establishment and maintenance of strong partnership working across St Clare's Multi Academy Trust, with a particular focus on continual school improvement

The Headteacher will carry out the duties that arise from this purpose in accordance with St Clare CMAT Scheme of Delegation, Canon Law and the teachings of the Catholic Church and with the terms and conditions of the current School Teachers' Pay and Conditions Document.

Qualities

The Headteacher will:

- › Be a servant leader, committed to the Catholic Christian mission of the school in all they do and say
- › 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

School culture and behaviour

The Headteacher will:

- › Ensure the Catholic vision for the school is clearly articulated, shared, understood and acted upon
- › Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement and ensure that the day to day life, liturgical activities and curriculum all promote Gospel values, the teaching of the Catholic Church and the principles embodied in the school's Mission Statement.
- › Demonstrate the vision and its values in everyday work and practice ensuring that prayer and worship within the tradition of the Catholic Church are central to the life of the school.
- › Motivate and work with others to create a shared culture and positive Catholic educational environment, where pupils experience a positive and enriching school life
- › Nurture creativity and innovation and uphold the highest educational standards in order to meet the needs of pupils from all backgrounds
- › Ensure a culture of staff professionalism
- › Promote the highest standards in behaviour and relationships in line with our Catholic ethos, built on high quality pastoral care and approaches that are understood by staff and pupils and clearly demonstrated by all adults in school
- › Maintain and develop the Chaplaincy and its role in enhancing spirituality within the school and its community.

Teaching, curriculum and assessment

The Headteacher will:

- › Ensure that Catholic education and learning is at the centre of the curriculum
- › Ensure a culture of challenge and support, founded on high aspirations, so that all students achieve success and develop independence in their own learning.
- › Establish and sustain high-quality teaching across all subjects and year groups
- › Ensure teaching is underpinned by excellent pedagogy, subject expertise and informed by evidence and a spirit of enquiry
- › Ensure that teachers and leaders effectively use formative assessment to inform decisions
- › Ensure the teaching of a broad, structured and coherent curriculum which reflects the Catholic Christian ethos of the school and responds to the needs of our community
- › Establish curriculum leadership, including senior leaders and Heads of Department 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 in order to inform a continuous and school-wide focus on outstanding progress for every student
- › Ensure as far as possible that the school offers a wide range of extra-curricular activities accessible to all students.

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 statutory duties regarding the [SEND Code of Practice](#).

Managing the school

The Headteacher will:

- › Treat people fairly, equitably, with dignity and respect to create and maintain a positive Catholic school culture.
- › Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- › Ensure that recruitment is carried out in line with Trust policies to ensure the safe and fair selection of staff who are well suited to the role
- › Ensure effective planning, allocation, support and evaluation of work is undertaken by teams and individuals so that workload is manageable.
- › Ensure clear delegation of tasks and devolution of responsibilities.
- › Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- › Ensure rigorous approaches to identifying, managing and mitigating risk in line with Trust procedures

Professional development

The Headteacher will:

- › Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- › Ensure staff have access to appropriate, high standard induction and ongoing professional development opportunities so that they are equipped and confident to fully play their part in the mission of the school
- › Keep up to date with developments in education
- › Regularly review own practice, set personal targets and take responsibility for own personal development by participating in arrangements made for the appraisal of Headteacher performance.
- › Seek training and continuing professional development to meet needs

Governance, accountability and working in partnership

The Headteacher will:

- › Ensure that strategic planning takes account of the diversity, values and experience of the school, the Diocese and the community at large.
- › Understand and welcome the role of effective governance, including accepting responsibility
- › Ensure that staff understand their professional responsibilities and are held to account challenging performance where it does not reflect our ethos, values or established professional standards.
- › Develop and present a coherent and accurate account of the school's performance understandable to a range of audiences including Governors and Directors, parents and carers, Trust executives and officers of the Diocese, Ofsted and other agencies.
- › Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- › Ensure effective working with other schools and staff from across St Clare's Multi Academy Trust and with officers, parishes and schools across the Diocese of Hallam

- With colleagues across the Trust, maintain an outward looking approach developing the role of Notre Dame High School in the wider system through activity such as the SCITT, Maths Hub, Research School's Network and other similar work in the future.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Other areas of responsibility

- Oversee the active promotion and marketing of the school in the Parishes and locality.

Please note that this job description 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

CRITERIA	QUALITIES	ESSENTIAL DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree or equivalent 	Essential
	<ul style="list-style-type: none"> • National professional qualification for headship (NPQH) 	Desirable
Experience	<ul style="list-style-type: none"> • Substantial experience and track record of success in senior leadership and management in a school 	Essential
	<ul style="list-style-type: none"> • Track record of success of leadership in a Catholic Christian school 	Desirable
Personal qualities	<ul style="list-style-type: none"> • Practicing Catholic who is committed to upholding and contributing to Catholic Christian ethos inspired by the model of servant leadership • Holds and is able to articulate a clear vision for high quality Catholic Christian education in human wholeness • Demands ambitious standards for all students; overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for their work on students' outcomes • Is an excellent role model, displaying humour, diplomacy and integrity • Committed to an outward facing collaborative approach, learning from and championing best practice to secure excellent achievements for all students • Committed to upholding confidentiality and treating staff, students and all members of the community with respect, valuing their dignity • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position 	Essential
Skills and knowledge	<ul style="list-style-type: none"> • Understands the headteacher's role in leading and promoting the spiritual development of students and staff • Knowledge and understanding of the distinctive characteristics of a Notre Dame Catholic Education as set out in the Hallmarks and the section 48 inspection framework. • Understanding of high-quality teaching informed by up-to-date knowledge of the evidence about the way students learn, the core features of successful classroom practice and curriculum design. • Ability to draw on a range of quantitative and qualitative data from within and beyond our school in order to inform evaluation and strategic planning for improvement • Understanding of school finances and financial management • Ability to prioritise own work to meet deadlines and ensure most effective use of time • Ability to reflect on own practice, critically evaluate and plan strategically for improvement • Ability to think on feet, work on own initiative and find solution to problems • Good interpersonal skills with strong two-way communication • Ability to inspire and motivate others • Ability to build effective working relationships • Ability to handle conflict and change with optimism and resilience • Ability to work under pressure and prioritise effectively 	Essential