



Holy Spirit Catholic Primary Headteacher Job Description

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the diocesan trust deed. At all times, the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post is therefore reserved for a practicing Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.


This appointment is made by the Governing Body of the school and is subject to the terms of the Catholic Education Service contract signed with the governors as employers; the current conditions of service for Headteachers contained in the School Teachers' Pay and Conditions document, the DfE National Standards for Head Teachers as well as all other current education and employment legislation and statutory guidance.

The Governing Body and the Archdiocese acknowledges the importance of the role of the Catholic Headteacher and will actively offer continuing support, encouragement, affirmation, and realistic challenge to the successful candidate.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people. The Headteacher must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection. Appointment is conditional upon receipt of satisfactory Disclosure and Barring Service (DBS) checks in relation to criminal and child protection matters.

The Headteacher is responsible for providing vision, leadership and direction for the school and ensuring that it is managed and organised effectively to meet its aims and targets. The Headteacher shall provide professional leadership for the school which secures its success, ensuring high quality education which realises the potential of all pupils.

Key responsibilities: The professional duties of the Headteacher are contained in the School Teachers' Pay and Conditions Document and the key areas of headship are contained in the DfE National Standards for Headteachers.

 The Catholic purpose and identity of the school

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 safeguard the teaching of the Church. S/he must ensure that this Catholic identity is reflected in every aspect of the life of the school. In particular, in the curriculum, the day-to-day organisation of the school, staff development, staff and pupil relationships and the partnership between school, home, parish, Archdiocese, local community, other schools, the Local Authority and other agencies. This duty provides the context for the proper discharge



of all other duties and responsibilities. This is always exercised reflecting the diocesan policy and strategy for Catholic education as trustee of the school and in accordance with Canon Law.

Leadership in Catholic education

The Headteacher must provide professional leadership and management for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success a Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of pupils. Headteachers must establish a culture that promotes excellence, equality, and high expectations of all pupils.

Shaping the future

To work with the Governing Body to create a shared vision which expresses core educational values and moral purpose and is inclusive of stakeholders' values and beliefs. The Headteacher, working with the Governing Body and others, is expected to draw on the person, life and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff and all other members of the community. The vision should explore Gospel values, core educational values and beliefs. The strategic planning process is critical to sustaining school improvement and ensuring that the school moves forward for the benefit of its pupils.

- a) To ensure that the RE programme is given full regard both in terms of classroom religious education and the overall programme of the school.
- b) To ensure that the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- c) To lead by example, providing inspiration and motivation for pupils, staff, governors and parents, demonstrating the vision and values in everyday work and practice to create a shared culture and positive climate.
- d) To work within the school community to translate the vision into agreed objectives and operational plans which will promote and help sustain school improvement.
- e) To create and implement a strategic plan, underpinned by sound financial planning, which aims for school improvement by identifying priorities and targets for ensuring that pupils achieve high standards and make good progress.
- f) To ensure creativity, innovation and the use of appropriate new technologies to achieve excellence and enjoyment.
- g) To ensure that policies and practices take account of national, local and school data and inspection research findings.
- h) To develop and maintain the educational partnership currently existing between the school and parents, Governing Body, schools within the local Catholic partnership cluster schools, the Diocesan Education Service, the Local Authority, the local community and other agencies including the health authority and social services.
- i) To ensure that strategic planning takes account of the diversity, values and experiences of the school community at large.

Leading learning and teaching

To raise the quality of teaching and learning to ensure achievement for pupils. In a Catholic



school the search for excellence is expressed in learning and teaching, which responds to the needs and aspirations of its pupils and acknowledges their individual worth as children of God. The Headteacher, supported by the Governing Body, has a central responsibility for raising the quality of teaching and learning and for pupil achievement. This implies enabling pupils to achieve their God-given potential, setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning.

- a) To create and maintain an environment which promotes and secures creative, responsible and effective approaches to learning and teaching, high expectations, high standards of achievement and good behaviour.
- b) To determine, organise and provide equal access to a diverse, flexible and relevant curriculum which values and challenges all children, including those with Special Educational Needs, Pupil Premium and English as an additional language, and to ensure that appropriate provision is made for the more able pupils.
- c) To establish and maintain effective systems of planning, assessment for learning, recording and reporting, using data and benchmarks to monitor progress in every child's learning.
- d) To monitor and evaluate: curricular provision, classroom practice, achievement of all pupils, the setting of challenging, realistic targets for improvement.
- e) To manage regular reviews of all aspects of the curriculum, to initiate and encourage new and effective ideas, taking a strategic role in the development of emerging technologies to enhance and extend the learning experience of all pupils.

Developing self and working with others

To establish effective relationships and communications, building a professional learning community that enables others to achieve. 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. Headteachers must manage themselves and their relationships well. The Headteacher will build a professional learning community, which enables others to achieve their potential as children of God. Through performance management and effective continuing professional development practice, the Headteacher supports all staff to achieve high standards. To equip themselves with the capacity to deal with the complexity of the role and range of leadership skills and actions required of them; Headteachers should be committed to their own professional development.

- a) Give a clear lead to all staff in the development and continuing formation of the school's Catholic identity.
- b) Support and advise staff both in the deepening of their Christian awareness and in all areas of their work and professional development.
- c) To create a positive and collaborative learning culture within the school by treating people fairly, equitably and with dignity and respect.
- d) To plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring that there is a clear delegation of tasks and devolution of responsibilities.
- e) To implement and sustain systems for the effective management of all staff performance, incorporating targets for future development.
- f) To motivate and enable teachers and support staff to develop expertise in their respective roles through a wide range of high-quality induction and continuing professional



opportunities in the context of the school's agreed improvement priorities.

g) To acknowledge the responsibilities and celebrate the achievements of individuals and teams.

h) To maintain and develop a senior management team and wider management structure and culture which enables effective communication, involvement and development.

i) To regularly review own practice, set personal targets and take responsibility for own personal development. j) To manage own workload and that of others to allow for an appropriate work/life balance.

Managing the organisation

to provide effective organisation and management of the school to maintain an efficient, effective and safe learning environment.

a) Ensure spiritual and moral development of individuals is given clear focus and is promoted through the prayer life and liturgy of the school.

b) To create an organisational structure which reflects the school's values, enabling the management systems, structures and processes to work effectively in line with legal requirements.

c) To produce clear, evidence-based improvement plans and policies for the development of the school and its facilities.

d) To work with governors and senior colleagues to recruit, retain and deploy staff appropriately, managing their workload to achieve the vision and goals of the school.

e) To set appropriate priorities for expenditure, allocate funds and ensure effective administration and control of financial matters, in partnership with the Governing Body.

f) To manage and organise the accommodation effectively and efficiently to ensure that it meets the needs of the curriculum and health and safety regulations.

g) To promote an attractive environment which stimulates learning and enhances the appearance of the school. h) To manage, monitor and review the range, quality, quantity and use of all available resources to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

i) To use and integrate a range of technologies effectively and efficiently to manage the school.

Securing accountability

The Headteacher is accountable for ensuring that pupils enjoy and benefit from high quality education, promoting collective responsibility within the whole school community.

a) Ensure that governors are welcomed into the school and invited to share in its Catholic life.

b) To provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.

c) To create and develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for the outcomes.

d) To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to regular review and evaluation.

e) To be accountable to the Archdiocese as Trustee for the school as part of the Church's educational mission



- f) To present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including governors, the LA, Trust directors, the local community, OFSTED and others, to enable them to play their part effectively.
- g) To reflect on personal contribution to school achievement and take account of feedback from others.
- h) To ensure that parents and pupils are well informed about the curriculum, the attainment and progress of pupils, can understand realistic and challenging targets for improvements and contribute to achieving them.

Strengthening community

Key responsibility: to work collaboratively at both strategic and operational levels with all connected with the school community for the well-being of all children.

- a) Recognise that the school is part of the Church locally and seek to promote the partnership between contributory parishes, home and school.
- b) To promote and support the positive benefits of living within a culturally and ethnically diverse society, building a school culture and curriculum that takes account of the richness and diversity of the school's communities.
- c) To create and promote positive strategies for challenging racial and other prejudice and dealing with bullying and racial harassment.
- d) To ensure that learning experiences for pupils are linked into opportunities provided in the wider community.
- e) To collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families, and work with the relevant agencies to protect children.
- f) To create and maintain a positive and effective relationship linking home and school in a supportive, working partnership to encourage and improve pupils' achievement and personal development.
- g) To seek opportunities to invite parents and carers, community figures, businesses and other organisations into school to enhance and enrich the school and its value to the wider community.
- h) To contribute to the development of the education system by sharing effective practice, working in learning networks and partnerships with other schools and promoting innovative initiatives.

Relationship with the other schools and agencies

The Headteacher has a significant contribution to make in the delivery of high-quality Catholic education across the Archdiocese. To achieve this the Headteacher will be a part of a network of Catholic Head Teachers who meet regularly throughout the year. The Headteacher is required to work in partnership with the Officers and advisors of Liverpool Archdiocese, other schools in their pastoral area, the Local Authority where appropriate and other relevant organisations.