

JOB DESCRIPTION

Head Teacher



RESPONSIBLE FOR:

The general management of the school and the leadership of its staff, including the delivery of a highly attractive and stimulating curriculum, the promotion of excellent teaching and learning, ensuring the highest standards of safeguarding, safety and welfare and the effective deployment of school resources.

SUMMARY & OVERVIEW

This is a complex and wide-ranging role which will demand the skills of an exceptional leader and manager. They will combine conscientiousness and enthusiasm alongside skills in strategic planning and school management. If the role can be summed up in six essential priorities, they are to:

- a) provide general management which clearly conveys the school's mission and values;
- b) provide sound strategic planning, accounting for school factors and external drivers;
- c) provide leadership in the development and delivery of a broad and innovative curriculum;
- d) promote outstanding and stimulating teaching, learning and attainment;
- e) provide leadership in the pastoral support of all pupils and ensure the health, safety, welfare and safeguarding of pupils and staff;
- f) consistently deliver value for money through the effective deployment of financial, physical and human resources.

The Head Teacher will lead a cohesive and very effective Senior Leadership Team in providing outstanding leadership for the school, as it builds upon its good reputation and continually strives for outstanding provision for its young people.

Governors are seeking an individual who will lead staff and governors to build upon the school's strengths and ensure that the school is well positioned to enable its pupils to be the best they can possibly be.



SPECIFIC DUTIES AND RESPONSIBILITIES

1. MISSION AND ETHOS

- 1.1 To lead and support the school's Catholic mission by being an exemplary role model in demonstrating the school's mission and values in all aspects of the role of Head Teacher.
- 1.2 To ensure that the school's mission and values are demonstrated across the school and positively led by all staff.
- 1.3 To support the Head of RE and Chaplain in developing and delivering Religious Education and Chaplaincy Programmes, which are soundly based upon the teachings of the Roman Catholic Church and promote understanding, reverence and community cohesion in a manner which fully engages pupils and staff.

2. SENIOR LEADERSHIP TEAM AND GOVERNING BODY

- 2.1 To lead senior managers in the determination and oversight of the strategic direction of the school.
- 2.2 To lead and coordinate senior managers on matters relating to all aspects of the school's general management including strategic planning, curriculum design and delivery, teaching and learning, pupil outcomes and resource deployment.
- 2.3 To inform and advise the Governing Body and its committees on matters relating to all aspects of the schools general management including strategic planning, curriculum design and delivery, teaching and learning, pupil outcomes and resource deployment.

3. STRATEGIC PLANNING

- 3.1 To lead the school's strategic planning on a regular and timely basis to ensure provision is of an outstanding quality.
- 3.2 To effectively identify and respond to pupil needs and external drivers.
- 3.3 To ensure that plans are financially viable and supported by cost-benefit analysis.
- 3.4 To manage the effective and rigorous monitoring of progress against objectives and targets within strategic plans.
- 3.5 To lead senior staff in the preparation and production of the school's self-evaluation form (and associated action plans) and to monitor its implementation and delivery, leading to continuous improvement.
- 3.6 To keep governors fully informed of the school's proposed strategic plans, gain their steerage, recommendations and support.

4. LEADERSHIP AND MANAGEMENT

- 4.1 To be responsible for the effective management of the school on a day to day basis, including ensuring the high quality of pupil aspiration and behaviour.
- 4.2 To act as the line manager for senior managers.
- 4.3 To carry out the recruitment, selection, deployment and discipline of managers, teaching and support staff.
- 4.4 To encourage and promote effective appraisals and associated professional development of staff across all areas of the school.

5. CURRICULUM DEVELOPMENT AND DELIVERY

- 5.1 To lead the continued development and delivery of a broad and innovative curriculum, which is tailored to the needs and abilities of pupils.
- 5.2 To identify and develop opportunities for new programmes which meet the needs of pupils and to discontinue those on which numbers or standards are falling.
- 5.3 To promote innovation and creativity in the design and delivery of all aspects of the school's curriculum, whilst maintaining high standards and producing outstanding outcomes.
- 5.4 To maintain and further develop strong and productive collaborative links with a range of partners as a means of delivering a broad, high quality curriculum for all pupils.
- 5.5 To effectively use e-learning to make teaching and learning exciting, engaging and stimulating.

6. TEACHING, LEARNING AND ATTAINMENT

- 6.1 To provide leadership to senior managers and subject leaders in ensuring that colleagues consistently deliver outstanding teaching and learning.
- 6.2 To bring about continuous improvements in the standard of teaching and learning in all areas of the school.
- 6.3 To utilise management information and data to monitor, analyse and improve the attainment and progress of pupils.
- 6.4 To set challenging targets for all subject teams in order to promote consistently outstanding performance.

7. PASTORAL SUPPORT AND CARE AND SAFEGUARDING

- 7.1 Ensure that all statutory requirements are met, especially in relation to safeguarding and health and safety.
- 7.1 To ensure consistently excellent pastoral support and care for all pupils.
- 7.2 To lead a community in which all pupils and staff are safe and protected.
- 7.3 To ensure that communication regarding the support of and welfare for pupils is of the highest order, with both internal and external stakeholders.
- 7.4 To ensure the design and delivery of the pastoral curriculum is effectively tailored to the needs and abilities of all pupils.
- 7.5 To oversee systems and activities to ensure that pupils consistently act with respect for others, demonstrate good behaviour and promote community cohesion.
- 7.6 To lead the identification and development of activities which meet the needs of pupils and support local and national initiatives (e.g. Safeguarding, the Prevent agenda, British Values).

8. PUPIL RECRUITMENT, RETENTION AND ATTENDANCE

- 8.1 To set and agree pupil recruitment targets and engage with local authority partners, parents and carers to achieve targets.
- 8.2 To work with local authority partners, parents and carers to ensure the successful entry to the school for its young people.
- 8.3 To implement and monitor strategies to continually improve the attendance and retention of pupils.

9. FINANCIAL, PHYSICAL AND HUMAN RESOURCES

- 9.1 To ensure the sound financial health of the school.
- 9.2 To manage the school estate and its physical resources to ensure an attractive and safe learning environment for pupils, staff and visitors.
- 9.3 To deploy and manage staff in order to provide engaging, high performing teaching, learning and support services.
- 9.4 To ensure all school resources support the health, safety and well-being of pupils.

10. MISCELLANEOUS

10.1 To act as a highly visible ambassador for the school and a prominent advocate for its interests, by developing and sustaining excellent links with a wide network of stakeholders within the Greater Manchester area and beyond.

10.2 To promote inclusivity and widening participation by contributing to the implementation and achievement of the school's Equality and Diversity policy.

10.3 To ensure awareness of and compliance with, all health and safety requirements throughout the school.

10.4 To take on any additional responsibilities and duties, commensurate with the post, as required by the Governing Body.