



## St Ralph Sherwin Catholic Multi Academy Trust

### Job Description

#### Head of School

<b>Reporting to:</b>	<b>Executive Head Teacher</b>
<b>Liaising with:</b>	<i>CEO, Trust Executive Team, Trust Board, Director(s) of Performance, Local Governing Body and others</i>
<b>Grade/Salary:</b>	<i>In accordance with ISR group relevant for school</i>

#### Introduction

Our schools are 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 practising 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 job description is based on the key areas identified in the National Standards of Excellence for Headteachers (2015). These standards are in turn built upon the Teaching Standards (2011) which apply to all teachers, including Heads of School, Headteachers and Executive Headteachers.

**St Ralph Sherwin Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people. The Head of School must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection.**

#### A. The Core Purpose of the Head of School

The core purpose of the Head of School is to provide professional leadership of the school on a day to day basis. This will promote a secure foundation from which to achieve high standards in all areas of the school's work.

The Head of School, working with the Executive Headteacher, CEO, Trust Board, Local 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 students, staff and all other members of the community. The vision should explore Gospel values, core educational values and moral purpose and be inclusive of stakeholders' values and beliefs. The Head of School will be responsible for the day to day Catholic life of the school.



The Head of School must establish high quality education by ensuring that effectively managing teaching and learning are effectively managed and that personalised learning is used within the school to realise the potential of all students and staff. The Head of School must establish a culture that promotes excellence, equality and high expectations of all students and staff. This will include ensuring that religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church.

Accountable to the Executive Headteacher, CEO, Trust Board and Local Governing Body, the Head of School is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the school.

The Head of School, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for young people, parishes, the diocese, the local authority, higher education institutions and employers. Through such partnerships and other activities, Heads of School play a key role in contributing to the development of the education system as a whole and collaborating with others to raise standards locally.

Drawing on the support provided by members of the school community, the Head of School is responsible for creating a productive learning environment, which is engaging and fulfilling for all students.

The Head of School will support the Executive Headteacher who has overall responsibility for the Catholic life of the school and the quality of education provided by the school and will deputise for them in their absence.

*A plan detailing how the responsibilities and tasks relating to the leadership and management of the school will be divided should be agreed between the Executive Headteacher and Head of School and submitted to the CEO for approval*



## B. The Four Domains of Headship

### 1. Qualities and Knowledge

The strategic direction and development of the school stem from the educational mission of the Church. The Head of School will ensure that his/her leadership demonstrates commitment to promoting and developing the school's distinctive Catholic identity through the search for excellence in all areas of this work.

#### *The Head of School will:*

1. Recognise the authority of the bishop in relation to the provision of education in the diocese and work within the school and parish community to create and promote an educational vision and values for the school, which take account of the school's Catholic mission and of the diversity, values and experiences of the school and the community it serves.
2. As an employee of St Ralph Sherwin Catholic Multi-Academy Trust, understand that he/she is accountable to the Executive Headteacher, CEO and the wider Trust Board and provide an accurate evaluation of the school's strengths and areas for improvement as required.
3. Hold and articulate clear Catholic values and moral purpose focused on providing a world-class education for the students they serve and reflecting the Catholic foundation of the school.
4. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their students and staff, and towards parents, governors and members of the local church and wider community.
5. Lead by example, with integrity, creativity, resilience, and clarity, drawing on their scholarship, expertise and skills and that of those around them.
6. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development that reflects the needs of a Catholic school.
7. Work with political and financial astuteness, within a clear set of principles centred on the school's Catholic vision, ably translating local, national and diocesan policy into the school's context.
8. Communicate compellingly the school's vision and support the Executive Headteacher in driving the strategic leadership, empowering all students and staff to excel.



## 2. Students and Staff

In a Catholic school, the Head of School leads a learning community rooted in Catholic belief and principles. The search for excellence is given expression in learning and teaching which recognise students' individual worth as made in the image and likeness of God. The Head of School will lead the school community on a day to day basis in promoting positive attitudes to learning amongst students and staff, which stem from Christ's vision for humanity.

*In accordance with the school's Catholic ethos, the Head of School will:*

1. Demand ambitious standards of achievement and attendance for all students, overcoming disadvantage and advancing equality, recognising diversity and instilling a strong sense of accountability in staff for the impact of their work on students' outcomes.
2. Ensure the very best pastoral care for young people, prioritising their safety, well-beings and happiness. Ensuring high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church. Ensure quality provision for students' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purpose and aims of the school.
3. Secure excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and students' well-being, taking full account of the school's Catholic foundation.
4. Establish an educational culture of "open classrooms" as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
5. Create an ethos based on Catholic values within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other. Develop a culture of high aspiration amongst staff, students and the wider community.
6. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning. Hold all staff to account for their professional conduct and practice.



### 3. Systems and Process

In the Catholic school all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the school's Mission Statement.

*In accordance with the school's Catholic ethos, the Head of School will:*

1. Ensure that the school's systems, organisation and processes are well-considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity within the Catholic context and are fully compliant with CES and Trust policies and procedures and statutory requirements. Ensure arrangements for the daily Act of Collective Worship and the spiritual life of the school. Ensure the diocesan policy for Religious Education is fulfilled.
2. Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing their exemplary behaviour in school and in the wider society.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff and assisting the Executive Headteacher in addressing any under-performance and supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Head of School to account for student, staff and financial performance. The Head of School will also actively support the Executive Headteacher to fulfil his/her role effectively.
5. Exercise strategic, curriculum-led strategic planning to ensure the equitable deployment of budgets and resources, in the best interests of students' achievements, the school's sustainability and its Catholic character.
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.



#### 4. The Self-improving School System

In a Catholic school, the Head of School is responsible for the mission of the school to the local and wider Catholic community and beyond. The Head of School shares responsibility for leadership of the wider educational system and should be aware that school improvement and community development are interdependent.

*Working in a spirit of collaboration to secure Catholic principles of equity and entitlement, the Head of School will:*

1. With the Executive Headteacher, create an outward-facing school, which works with other schools within the Trust and beyond, organisations and the local community, in a climate of mutual challenge, to champion best practice and secure excellent achievements for all students. Build a school culture and curriculum based on Gospel values, the teaching of Jesus Christ and the Catholic Church, which take account of the richness and diversity of the school's communities.
2. Develop effective relationships with fellow professionals including the Executive Headteacher, colleagues in other public services, parents/carers and the parish community to improve academic and social outcomes for all students.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well-evidenced research to frame self-regulating and self-improving schools.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development of all staff.
5. In the context of the school's Catholic ethos, model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others, within and beyond schools, to believe in the fundamental importance of education in young people's lives and to promote the value of education especially within a Catholic context.

*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to headteachers.*