

Job Description: Primary Head of School

Reports to: Executive Leaders/COO/CEO

The **Head of School** has a crucial role; to embed the vision, values and ethos of St Cuthbert's Roman Catholic Academy Trust. They will always put children first and share our determination to release the potential of every child to achieve their best. Someone who puts words into actions. Someone who will do whatever it takes to achieve the best outcomes for all.

The Role

In conjunction with the Executive team, the Head of School will develop the vision, values and ethos of St Cuthbert's Roman Catholic Academy Trust fully aligned to the individual school they work in. The Head of School will promote and support the vision by providing day-to-day operational leadership; establishing a culture of outstanding learning and teaching, an ethos of high expectations built upon a foundation of Catholic values.

The Head of School will ensure the school provides a first class education for all pupils, regardless of background or ability with the support of the executive team.

Key Responsibilities

The Head of School will:

- In conjunction with the Executive leaders, ensure the vision and culture of St Cuthbert's Roman Catholic Academy Trust and the individual school is clearly articulated, shared and implemented in all areas of school life.
- Establish a 'no excuses' culture that enables everyone to work collaboratively, share best practice, celebrate success and accept responsibility for outcomes, responding in a positive way with a solution focused attitude.
- Provide purposeful and encouraging day-to-day leadership to ensure the strategic vision is translated into operational plans that identify clear targets and outcomes and allow the individual school to achieve high standards of teaching and learning, behaviour and attainment.
- Support and challenge the leadership team to ensure the individual school makes rapid and sustained improvement and standards continue to rise over the longer term.
- With the support of Executive leaders ensure the school is Ofsted ready at all times.
- Provide on-going challenge and support to all school staff to ensure improvement strategies in the School Improvement Plan (including those areas identified by the School Improvement Team) are mapped out, actioned and followed up.
- Provide timely information to the Executive leaders including: Chief Operations Officer (COO), Chief Executive Officer (CEO), School Improvement team and the Director of the Trust Board based on a well-grounded and practical knowledge of the school on a day-to-day basis.
- Prepare reports, attend and present at meetings with the Executive leaders, including the CEO and members of the board.

Implementation of overall strategy:

- To have overall responsibility for safeguarding and child protection; ensure that arrangements for pastoral care are effective and that all safeguarding and child protection policies/procedures are understood and adhered to at all times.
- To lead the school's attendance strategy.
- Oversee day-to-day staffing issues, including support staff, across the school.
- Work under the direction of the Executive team to ensure that finance and resources are used efficiently and provide best value.

Operational leadership, staff development and coaching:

- Work with the Executive team on the development of the school's staffing structures to ensure they are fit for purpose and facilitate continuous improvement.
- Ensure all staff are held to account with performance targets and that roles and responsibilities underpin plans for continuous improvement and are clearly defined amongst the senior leadership team.
- Consistently challenge underperformance and poor conduct at all levels and ensure effective corrective action, support and review.
- Work with the Executive leaders in the recruitment and selection of high-quality teaching and support staff and ensure succession planning strategies are in place.
- Instill an ethos of high expectations for behaviour and achievement of all pupils.
- Support the Executive team in developing and maintaining strong working relationships with the community, agencies, and stakeholders, including parents and the CEO.
- Ensure robust operational systems are in place that support the school's efficient functioning including the oversight of school finance, facilities and resources across the school.
- Manage the agreed budget on a day-to day basis ensuring effective administration and control and value for money.
- In conjunction with the Executive leaders monitor, evaluate and review the quality of assessment, teaching and learning and the progress/attainment of all pupils throughout the school.
- Work in close partnership with the Executive team to ensure all parental, community and media communications are consistent in message and well-targeted.

Development of the Leadership Potential

- Peer mentor other leaders and harness potential in others.
- Share innovation and work with others in the Trust to develop good practice.
- Help shape and lead education initiatives across the Trust.
- Attend and contribute to Trust Head/ Deputy/Assistant Headteacher meetings.

Other

- Undertake any other professional duties.
- Undertake any other responsibilities as directed by the Executive team, including the Director of School Improvement, the COO/CEO and Chair of the Directors Trust Board.

Person Specification: Primary Head of School



		E	D	How Identified
Qualifications	Qualified Teacher Status	✓		AF
	Qualified to degree level	✓		AF
	NPQH or other relevant leadership qualifications		✓	AF
	Evidence of commitment to own professional development	✓		AF, R
Relevant Experience	Recent and relevant experience as a Head, acting Head, deputy or assistant head	✓		AF, R
	Strong track record of excellent leadership and having made a significant contribution to developing a school that provides an outstanding education for its students (ideally in a challenging urban environment) through its leadership, ethos, teaching and results.	✓		AF, R, I
	Successful experience of managing change, in particular bring teams together	✓		AF, R, I
	Demonstrable track record of success as an outstanding classroom practitioner; understand what constitutes excellent teaching & learning and model the principles to a high standard.	✓		R, I
	Proven track record of continuing school improvement including creating and leading a culture of excellence	✓		AF, R, I
	Experience of effective liaison with governors, parents and community	✓		R, I
	Effective management style that encourages participation, innovation and confidence.	✓		AF
Knowledge and Skills	Ability to lead, coach and motivate staff within an appraisal framework, including professional development and effective management of underperformance.	✓		AF, R
	Ability to develop the leadership skills of others.	✓		AF, R, I
	Motivation to continually improve standards and achieve excellence.	✓		I, R
	Commitment to the safeguarding and welfare of all pupils, including knowledge of best practice and procedures for safeguarding in schools	✓		AF, R, I

	Understanding of the restorative strategies to establish consistently high standards of behaviour in a school and commitment to relentlessly instilling these strategies.	✓		AF, R, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		AF
	Knowledge of recent developments within education		✓	AF, I
	Competent with ICT	✓		AF
	Able to apply theory into professional practice		✓	AF, I, R
	Excellent organisational skills and ability to delegate.	✓		R
	Very good numeracy and literacy skills	✓		AF, I, R
	Excellent understanding and use of data to inform and diagnose weaknesses that need addressing.	✓		AF, I, R
	Secure subject specific knowledge	✓		AF, I, R
Vision and strategy	Vision aligned with the Trust's high aspirations and high expectations of self and others.	✓		AF, I
	Clear vision and understanding of how to implement and sustain high quality education. Including: strategically leading all aspects of the school, such as training, curriculum, learning, administration, finance and communication.	✓		AF, I, R
	Genuine passion and a belief in the potential of every student.	✓		I
	Commitment to raising standards	✓		AF, I, R
Interpersonal/ Communication Skills: Verbal Skills	Strong interpersonal, written and oral communication skills, including the ability to articulate and communicate the clear vision of high quality education provision	✓		AF, I
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
	Takes personal responsibility for their own actions.	✓		I, R
	Resilience and motivation to lead the school through day-to-day challenges while maintaining a clear strategic vision and direction.	✓		I, R
	Ability to demonstrate sound and balanced judgement, decisiveness and flexibility	✓		I, R

Ability to work collaboratively with partner stakeholders, agencies and peers across the Trust.	✓		AF, I, R
To have a flexible approach to work	✓		AF, I, R
To be committed to the objective of raising achievement in the school.	✓		AF, I, R