

The Federation of Mary Immaculate and St. Teilo's Catholic Schools

HEADTEACHER JOB DESCRIPTION

JOB TITLE:	Executive Head Teacher	POST REF:
SCHOOL:	The Federation of Mary Immaculate and St Teilo's Catholic Primary Schools	GRADE: ISR L11 - 17
RESPONSIBLE TO:	Federated Governing Body	
RESPONSIBLE FOR:	Staff employed at the schools under the Federated Governing Body	

The successful candidate will be a practising and committed Catholic, who, as a faith leader will be responsible for and have the personal qualities, skills and values to protect, nurture and develop the Catholic ethos and vision of education in both our schools.

1. JOB PURPOSE

To be responsible for the leadership in and development of the Catholic life of both our schools.

To be responsible for the leadership, internal organisation, management and control of both schools in accordance with:

- the terms of your appointment as outlined in the CES contract of employment,
- the instruments of government of the schools,
- the provisions of all applicable legislation and any orders and regulations having effect under the applicable legislation,
- any rules, regulations or policies made either by the governing body, the Diocese of Menevia or the local authority,
- any scheme prepared or maintained under Section 48 of the School Standards and Framework Act 1998.

2. PROFESSIONAL DUTIES

These include, but are not limited to, the following:

General duties

- You will be expected to adhere to the conditions of your CES contract of employment and the leadership standards for headteachers. You will evidence this as part of your performance management process.
- You are required to demonstrate consistently high standards of personal and professional conduct.
- You will be responsible for promoting and safeguarding the welfare of the children and young persons for whom you are responsible or with whom you come into contact. You will value and respect the views and needs of these children and young people.

Whole School Organisation

- Provide overall strategic leadership and, with others, lead, develop and support the strategic direction, vision, values and priorities of our Catholic schools.
- Develop, implement and evaluate the schools' policies, practices and procedures.

Teaching

- Lead and manage our teaching and support staff to ensure a high standard of learning and teaching in both schools.
- Ensure, save in exceptional circumstances, that a teacher is assigned in the school timetable to every class or group of pupils.

Health, Safety and Discipline

- Promote the safety and well-being of pupils and staff.
- Ensure good order and discipline amongst pupils and staff.

Management of Staff and Resources

- Lead, manage and develop all the staff, including appraising and managing performance.
- Advise the relevant body on pay recommendations for teachers. This will include whether a teacher at either school who applied to be paid on the upper pay range should be paid on that range.
- Effectively organise and deploy resources across the federation.
- Promote harmonious working relationships within and across the federation.
- Maintain relationships with organisations representing teachers and other members of staff.
- Lead and manage staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.

Professional Development

- Promote the participation of all staff in relevant CPD.
- Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers, supply and support staff including induction.

Communication

- Consult and communicate effectively with the governing body, staff, pupils, parents and carers.

Work with Colleagues and other Relevant Professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the federation including relevant external agencies and bodies.

3. PERSON SPECIFICATION

You will have:

- Qualified Teacher Status and preferably the CCRS and/or Church School Leadership Programme,

- NPQH, which is a requirement for first-time headteachers,
- the ability to provide school leadership,
- experience of planning for school improvement with a clear commitment to review, monitoring and development.