

John Fisher Job Description

Job Title: Headteacher	Department: Whole School
	Pay Point: L
Designation of Post within School Structure	
Chair of Governors Headteacher	
This job description identifies the responsibilities attached to this post. It is subject to the limits of the current School Teachers Pay and Conditions Document and its subsequent versions.	
Main Duties and Responsibilities	
<p>The Headteacher will take overall responsibility for the organisation, management, and conduct of the school in accordance with the Articles of Governance and the policies of the Catholic Archdiocese of Southwark. He/she will carry out his/her professional duties in accordance and subject to:</p> <ul style="list-style-type: none"> • The provision of the Education Acts • Any rules, regulations and policies laid down by the Governing Body under its powers as derived from any of the sources specified above • The terms of his/her appointment under the Catholic Education Service contract • The requirements of the Diocesan Education Service and the Code of Canon Law of the Catholic Church • Any communication, instruction or visit from Ofsted (including CSI Inspections) or other external Governmental organisations such as the HSE and PSE • Co-operation with Sutton LA and Southwark Diocese as required 	
Purpose of Post	
<ul style="list-style-type: none"> • Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community. • Establish and oversee systems, processes and policies so the school can operate effectively. • Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context. • Make sure these school improvement strategies are effectively implemented. • Monitor progress towards achieving the school's aims and objectives. 	
Finance	
<ul style="list-style-type: none"> • Undertake to be responsible for the overall finances of the school with the Business Manager and Governors. • Allocate financial resources appropriately, efficiently and effectively. 	
Teaching Curriculum and Assessment	
<ul style="list-style-type: none"> • Establish and sustain high-quality teaching across all subjects and phases, based on evidence. • Ensure teaching is underpinned by subject expertise. • Effectively use formative assessment to inform strategy and decisions. • Ensure the teaching of a broad, structured and coherent curriculum. • Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities. • Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum. • Further develop a school culture and curriculum which takes account of the diversity and richness of the school's community. 	

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Overall Leadership and Management Responsibilities

- Carry out the general and specific professional duties as set out in the current 'School Teachers' Pay and Conditions Documents.'
- Work with the Governing Body to create a vision for an outstanding Catholic school in the present and future climate.
- Act as an excellent Catholic role model.
- Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life.
- Work effectively with senior leadership to create a collaborative and collegiate team which is forward thinking and facilitates growth.
- Ensure a culture of staff professionalism.
- Undertake regular self-evaluation to set the strategic direction of the whole school via a development plan which ensures that a shared vision can be implemented and identifies clear priorities for improvement which are incisively acted upon.
- Lead and Manage staff and pupils daily, while taking responsibility for the Health and Safety of the school community.
- Create a culture where pupils experience a positive and enriching school life.
- Promote a culture and practices that enables all pupils to access the curriculum.
- Have ambitious expectations for all pupils with SEN and disabilities.
- Oversee high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school.
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.
- Deploy all staff successfully across the whole school to secure a good work/life balance and support their well-being.
- Set directed time for all members of the school staff, ensuring it meets the expectations of the STPCD, while also considering its impact, so that time allocation is always proportionate.
- Fulfil personal responsibilities, and secure compliance by everyone working in the school, as set out in the Children's Act and Statutory Guidance regarding Safeguarding in schools. (KCSIE)

Specific Duties

- Oversee the line management of all departments and take responsibility for the achievement of targets and pupil progress in every curriculum area.
- Develop the role of the DH's/AHTs/HODs/Head of Sixth Form/DOL's/SENDSCO in monitoring and assessing the work of their team to secure outstanding outcomes for pupils, teaching, learning, curriculum, enrichment.
- Develop the role of the pastoral team ensuring effective management of discipline, performance, attendance, professional development, and recruitment.
- Lead school assemblies.
- Chair staff meetings, SLT meetings, Leadership (HODs) & DOLs (Pastoral) as required.
- Work effectively with all governors and other stakeholders.

Professional Development

- Ensure staff have access to appropriate, high standard professional development opportunities.
- Keep up to date with developments in education.
- Ensure training and continuing professional development is effectively planned, delivered and evaluated.
- Make sure professional development opportunities draw on experts both within, and beyond the school.

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<ul style="list-style-type: none"> • Ensure that new appointees, ECTs and NQTs are appropriately monitored, supported, and assessed in relation to the Teaching Standards and those of the school. • Seek training and continuing professional development to meet the needs of all staff members.
Managing the School
<ul style="list-style-type: none"> • Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care. • Make sure that there are rigorous approaches to identifying, managing and mitigating risk.
Additional Duties for this Post
<ul style="list-style-type: none"> • Be aware that this job description may be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Governing Body in relation to the post holder's professional responsibilities and duties, including ensuring the provision of high-quality teaching and learning across the Academy and the pastoral care of the pupils in their charge. It is the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with. • Elements of this job description may be subject to change through a collaborative process.

Person Specification

A = Application

R = Reference

I = Interview

SS= Supporting Statement

Person Specification	Essential	Desirable	Evidence
Degree in appropriate subject area	*		A
QTS	*		A
Practising and committed Catholic with the ability to lead acts of worship	*		R I
NPQH		*	A
Working knowledge of the theory and practice leading a school environment.	*		A I
Working knowledge of the theory and practice of teaching in a secondary school	*		I
Evidence of leading strategically at a senior leadership level	*		A
Evidence of continuous professional development	*		A
Experience of leading self-evaluation, monitoring, and school improvement, which impacts positively on pupils.	*		A SS I
Up-to-date with current educational developments and their potential impact on schools	*		A SS I
Experience of managing large, diverse teams	*		R A I
A clear understanding of the current school progress and attainment measures across both primary and secondary phases.	*		A SS I

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Evidence of being committed to working collaboratively within and beyond the school setting	*		A I
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Relevant Skills and Aptitudes	Essential	Desirable	Evidence
Evidence of commitment to the development of Catholic Education	*		A I
Evidence of supporting the development of teaching and learning	*		R I
Evidence of leading middle leaders in improving practice/raising attainment	*		R A SS I
To create and lead a positive, inclusive learning environment including behaviour	*		R I
To support the differentiation of teaching so that the learning of all students is addressed	*		I
To analyse relevant data to inform school improvement and to set realistic & challenging targets for students and staff	*		A SS I

Personal Qualities	Essential	Desirable	Evidence
Enthusiastic and approachable	*		R I
Commitment to extra-curricular involvement	*		I
Flexibility	*		I
Good interpersonal skills	*		I
Optimistic outlook	*		I
Clear educational philosophy	*		I
Commitment to supporting both personal and the professional development of others	*		I R
Willingness to share expertise	*		I
High expectations of students and their behaviour	*		I
Hardworking and conscientious	*		R I
Excellent communication skills with parents and other stakeholders	*		I
Ability to prioritise own workload and that of others	*		I