



## **St Dominic Catholic Primary School, Harpenden**

### **Job Description for Head Teacher**

*If we live by truth and in love we shall grow in Christ*



**Diocese of  
Westminster**

**The Governing Body and the Diocese are committed to safeguarding and promoting the welfare and wellbeing of children and young persons. The Headteacher must ensure that the highest priority is given to safeguarding our children.**

**The Headteacher is directly responsible to the School Governing Body, playing a leading role in all aspects of school governance, working closely with and supported by the Governors.**

#### **The main purpose of our Headteacher is:**

- To provide leadership and professional management within the school community
- To ensure the school's Catholic ethos and commitment to Catholic values is promoted in all aspects of teaching and learning
- To provide a safe and productive learning environment which is engaging and fulfilling for all pupils
- to promote excellence, equality and high expectations for staff and pupils

#### **Our Headteacher must demonstrate effective and innovative leadership, challenging staff and pupils to do their best through:**

- Leading by example
- Inspiring trust and confidence
- Building team commitment
- Engaging, motivating and inspiring
- Promoting positive analytical thinking
- Taking positive action to improve the quality of pupils' learning

#### **Our Headteacher will undertake the following duties and responsibilities:**

##### **1. Leadership**

- Provide professional leadership for the school to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on own scholarship, expertise and skills, and that of the team
- Play a leading role in the preparation and delivery of Collective Worship
- Promote the school's vision, working in partnership with the Senior Leadership Team to develop effective communication channels in the school
- Lead the formulation, implementation and review of school policy and practice
- Distribute leadership throughout the organisation, building teams of colleagues who have distinct roles and responsibilities and will inspire and learn from each other but also hold each other to account for their decision making

## **2. Safeguarding**

- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school in the Harpenden community and in the wider society
- Take the role of designated lead for Safeguarding
- Play a leading role in the school's arrangements for the pastoral care of all its pupils
- Be responsible for the development and implementation of the school's child protection policy and other related policies

## **3. Managing the Curriculum**

- Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- Ensure that curriculum policies are understood, implemented and monitored
- Support and encourage the development of curriculum leaders in the management of their curriculum areas
- Initiate new ideas and encourage the imaginative development of curriculum content
- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality
- Instil a strong sense of accountability in staff for the impact of their work on pupils' outcomes
- Secure excellent teaching through an evidence-informed understanding of the many ways in which pupils learn and of the core features that create engaging and successful classroom practices and curriculum design

## **4. Managing resources**

- Working closely with the Governing Body, exercise strategic, curriculum-led financial planning to ensure the appropriate deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Deploy and manage all staff, allocate duties and determine the extent to which responsibilities may be appropriately delegated with due attention paid to workload
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff
- Facilitate the creation and maintenance of an attractive, effective and exciting environment for learning
- Embrace appropriate and affordable new technologies working with the staff, Governors and PTA
- Liaise effectively with the Governing Body and the school's Building Consultant in matters relating to the continued maintenance and improvement of the school premises

## **5. Accountability**

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding principles of transparency, integrity and probity
- Take responsibility for the appraisal arrangements for all staff
- Advise and assist the Governing Body in its task of sustaining and developing the Catholic School community and provide relevant information, as required, to enable the Governing Body to effectively discharge its duties and responsibilities
- Attend meetings of the Governing Body and undertake any professional duties reasonably delegated by them

## **6. Self-Development**

- Lead the process of school self-evaluation
- Take responsibility for professional development and use the outcomes to improve teaching and learning
- Co-operate with the School Effectiveness Adviser and the Governors' Appraisal team in the school's Headteacher appraisal programme
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development

## **7. Within the wider community**

- Take a leading role within the school community in collaboration with the local parishes and the diocese in developing and maintaining the Catholic ethos of the school
- Create an outward-facing school which works confidently with other schools and organisations to champion best practice and secure excellent achievements for all pupils
- Develop the role of the school in playing an active part in the Catholic life of the parishes
- Promote effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils
- Collaborate with other schools in order to share expertise and bring positive benefits to St Dominic School and other schools

## **8. Planning for the Future**

- Lead in developing, implementing and monitoring the School Development Plan including any Government initiatives
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning
- Make an active contribution to the policies and aspirations of the school
- Co-operate with the Diocese in the proposed academisation process, seeking the most appropriate outcome for St Dominic School
- Actively support school expansion when possible so that the Catholic needs of the local community are met more closely

This job description is based on key areas identified in the Headteacher Standards published by the Department for Education (2020).

This job description will be reviewed annually as part of the performance management programme. It will be reviewed annually or earlier where it is thought to be appropriate in the light of changing circumstances

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