



EDUCATION SERVICES

NOTRE DAME DU ROSAIRE CATHOLIC PRIMARY SCHOOL

HEADTEACHER

LEADERSHIP SPINE L11 – L15

JOB DESCRIPTION

GENERAL TERMS OF REFERENCE

The strategic direction and development of the school stem from the educational mission of the Church. The Headteacher 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 its work. The post therefore requires a practising Catholic who can demonstrate that he/she can ensure that the school is distinctively Catholic in all its aspects.

AIMS AND PURPOSE OF THE JOB:

- Work within the school and parish community to articulate 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 communities it serves
- Share the vision with all members of the school community, securing their understanding and commitment to acting upon them effectively
- Model the vision and values in everyday practice
- Translate the vision and values into agreed objectives, ensuring that the school's planning, policies and procedures promote sustained school improvement
- Ensure learning is at the heart of the school and create, maintain and develop the conditions which enable pupils and teachers to deliver high quality learning and teaching
- Motivate and work with others to create a shared culture and a positive climate consistent with the vision and values of the school, and work within the policies and

procedures of the States of Guernsey and, where appropriate, the Diocese of Portsmouth

- Promote and have due regard to inclusion, safeguarding, equality and diversity, and promoting the welfare of children
- Ensure Religious Education is provided in accordance with the teachings, doctrines, discipline and norms of the Catholic Church
- Ensure quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purpose and aims of the school
- Manage resources effectively and efficiently to achieve the school's educational goals and priorities
- Promote collaboration with other schools locally, nationally and internationally to share expertise and promote learning
- Undertake appropriate professional duties which may be reasonably delegated by the Director of Education

TEACHING AND LEARNING:

- To provide strong strategic leadership to staff within the school to ensure that the school delivers the highest standards of learning.
- To promote and maintain a culture of high expectations for all.
- To monitor and evaluate the quality of provision, making effective use of data, and set appropriate priorities for improvement
- Implement the Bailiwick Curriculum and ensure it meets the needs of all pupils
- Ensure implementation of policies to promote self-discipline and good behaviour in pupils
- To ensure the school's pastoral policies for the well-being of pupils is fully implemented.

PROFESSIONAL LEARNING AND DEVELOPMENT:

- Implement and lead the performance management process effectively
- Lead and contribute to the development of the Education Service by sharing professional expertise and skills, and participating in collaborative learning opportunities

- Reflect on his/her own practice and take responsibility for his/her own development in order to take the school forward
- Keep well informed of local and national developments
- Promote a culture in which all staff can develop professionally and personally, while holding staff to account for their professional conduct and practice

HEALTH, SAFETY AND WELFARE:

- Comply with policies and procedures concerning child protection, health, safety and welfare, confidentiality and data protection in accordance the States of Guernsey policies
- To take responsibility for his/her own health, safety and welfare
- Uphold the States of Guernsey environmental policies

RESPONSIBLE TO:

The Director of Education, States of Guernsey, and the Director of Education, Diocese of Portsmouth

ACCOUNTABLE FOR:

- Maintaining the distinctive Catholic character of the school and ensuring that the Church's mission informs all its actions
- Leading the delivery of high quality, creative and inspiring teaching and learning.
- Raising standards within the school.
- Creating a safe environment for pupils and having full regard for their health and welfare
- Ensuring that parents and pupils are well-informed about the curriculum, their attainment and progress
- The efficient and effective deployment of resources.
- Reporting on a wide range of educational and resource outcomes to all stakeholders

KEY CRITERIA:

ESSENTIAL

1. Practising Roman Catholic
2. Qualified Teacher status
3. Degree
4. Significant and successful recent educational management experience at a senior level, with a proven track record of developing and implementing innovative solutions to complex problems and successfully managing and implementing change initiatives that impact positively on pupil outcomes
5. Understanding of the school's role in the parish and wider community, and clear strategies to engage the whole school community in the systematic and rigorous self-evaluation of the work of the school
6. Ability to think strategically and to communicate a vision of excellence and equality
7. A wide knowledge of current and developing education initiatives, including enthusiastically embracing change and innovation and promoting new technologies and strategies relevant to teaching and learning
8. Willingness to confront difficult management issues, such as situations involving change and/or conflict resolution
9. The ability to develop positive working relationships both internally and externally, and to inspire, motivate, challenge and empower colleagues and pupils to achieve their potential
10. Effective management of budgets
11. Promote the relationship between self-evaluation, continuing professional development and sustained school improvement.
12. Commitment to ensuring the safeguarding and welfare of young people
13. Resilience and positive attitude.

DESIRABLE

14. Current driving licence and own transport
15. NPQH or equivalent

16. Evidence of professional study and/or qualifications at Post-Graduate level.

17. Catholic Certificate of Religious Education (CCRE) or equivalent

18. Recent experience in a Catholic School

The job description is subject to the general conditions of service for Headteachers as set out in Education Services Terms and Conditions for Teachers in Guernsey.

The above duties are not exhaustive but the job description is current at the date shown and is a guide to the work the post holder will be required to undertake. This job description will be kept under review and may be subsequently amended or modified in discussion with the post holder to meet changing circumstances and should be read in conjunction with the Conditions of Service.

The States of Guernsey is committed to safeguarding and promoting the welfare of young people and expects all employees and unsupervised volunteers to share this commitment. The post holder is therefore required to hold an Enhanced and Barred DBS Certificate and be registered with its Status Update Service.