



ST. NORBERT'S
CATHOLIC PRIMARY SCHOOL

Diocese of Nottingham St Norbert's Catholic Primary School

Job Description - Headteacher

Rationale

This appointment is with the Governing Board of St Norbert's Catholic Primary School, under the terms of the Catholic Education Service contract, signed with the governors as employers. The governors will appoint a practising Catholic who can show by example and from experience that he or she will ensure that the school is Catholic in all its aspects. The appointment is subject to the current conditions of service for Headteachers contained in the School Teachers' Pay and Conditions Document and other current education and employment legislation. In carrying out his/her duties, the Headteacher shall consult, where appropriate, the Governing Board, the Nottingham Roman Catholic Diocesan Education Service (NRCDES), the Local Authority (LA), the staff of the school, the parents of its pupils and the parishes served by the school.

The Headteacher shall support the Governing Board in fulfilling its responsibilities under Canon Law to the Bishop of the Diocese and his agents in accordance with national legislation.

In a Catholic school the role of Headteacher is one of leadership of a learning community rooted in faith. The Headteacher's leadership takes Jesus Christ as its inspiration. The strategic direction and growth of St Norbert's Primary school stems from the educational mission of the Church which is reflected in the school's mission statement and its development plan. Working with the Governing Board, the Headteacher articulates a clear vision, on which this strategic plan is built in order that the school may flourish in its service to the Church and the people of God.

In his or her leadership and management of staff the Headteacher motivates, supports, challenges and develops them demonstrating an awareness of their unique contribution as valued individuals, loved by God. All deployment of staff, finance, material resources, time and energy promotes the common good of the community in accordance with the school's mission statement, efficiently and effectively meeting the specific objectives of strategic plans determined by the Governing Board.

Ultimately, the leadership of the Catholic Headteacher will ensure that each child is able to develop their relationship with God and is given the opportunity fulfil their potential through the nurturing of their God given gifts and talents so that they can make a positive contribution to the common good of society as fully formed, confident and courageous Catholic citizens.



St Norbert's Catholic Primary School, Tollgate, Spalding PE11 1NJ

Telephone: 01775 722889 Email: enquiries@st-norberts.lincs.sch.uk Website: www.st-norberts.lincs.sch.uk





ST. NORBERT'S
CATHOLIC PRIMARY SCHOOL

Job Description - Headteacher

Job title:	Headteacher
ISR:	Group 2 NOR 210, L13 - L19
Responsible to:	The Governing Board represented by the Chair
Responsible for:	All teaching and support staff
Job purpose:	To provide vision and professional leadership which secures the success and continuous improvement of the school with a distinctive Catholic ethos.

Main duties and responsibilities:

1.	To undertake all the duties and responsibilities of the post of Headteacher, as set out in the relevant section of the School Teachers' Pay and Conditions Document.
2.	To maintain and develop the Catholic Life of the school.
3.	To ensure that the search for excellence is expressed in teaching and learning which responds to the needs and aspirations of the pupils and acknowledges their individual worth as children of God, so enabling them to continue to make outstanding progress across the school.
4.	To continue to ensure that diocesan policy on teaching and learning of Religious Education is fulfilled and appropriately resourced.
5.	To continue to ensure effective provision is made for high quality liturgical celebrations including a daily Act of Collective Worship.
6.	To continue to develop a positive working relationship with all stakeholders, including the Nottingham Roman Catholic Diocesan Education Service (NRCDES), the Local Authority (LA), the local Parish Priest and Parishioners, other Catholic schools and academies as well as other local schools and organisations.
7.	To continue to ensure outstanding pastoral care and guidance for all children and young people in accordance with the mission statement.
8.	To be responsible for child protection and the welfare of children and young people, ensuring that rigorous recruitment and vetting procedures are followed and the safety of all children and young people is maintained.



9.	To ensure that a Designated Senior Person for Child Protection is in post and that person is accountable for all elements of the role (as set out in "Safeguarding Children and Safer Recruitment in Education").
10.	To maintain an acute awareness of developments in Catholic education, education in general, teaching and learning, to ensure that the school is able to meet current and future requirements.
11.	To maximise and value the contribution of all staff, leading by example to develop a performance culture, which supports the best possible outcomes for children and young people, and the promotion of the common good.
12.	To be responsible for the management of staff, including recruitment, selection, induction, deployment, performance management, attendance and conduct which at all times, promotes the common good of the community, in accordance with the school's mission statement.
13.	To ensure that the school operates efficient and effective financial and administrative procedures, setting appropriate priorities for expenditure, allocating funds and ensuring effective financial control and reporting, in accordance with the requirements laid down by the Governing Board.
14.	To undertake all the duties of the job in accordance with relevant legal requirements. To include health and safety, employment legislation and in keeping with the requirements of Canon Law, directives of the Bishop of Nottingham and any advice and guidance provided by NRCDES, CES and LA as appropriate.
15.	To undertake continuing professional, personal & spiritual development, recognising your unique worth as a person loved by God.
16.	To have a proven history as an effective class teacher.

St Norbert's Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate.