



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Head Teacher (St. Joseph's RC Primary School)

GRADE: L14 - L20

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Hexham and Newcastle. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires a practicing Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

This appointment is with the Governors of the school under the terms of the Catholic Education Service contract signed with the Governors as employers. It is subject to the current conditions of service for Head Teachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out his/her duties the Head Teacher shall consult, when appropriate: the Governing Body, the Diocese, the local authority, the staff of the school, the parents of its pupils, the parish(es) served by the school and other local Catholic schools, particularly where collaboration or federation is being developed.

This job description is based on the key areas identified in the *National Standards of Excellence for Head Teachers* published by the Department for Education (2015).

Any other specific tasks, including designated safeguarding officer, as required.

The Governing Body and the Diocese acknowledge the importance of the role of the Catholic Head Teacher and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

The Governing Body and the Diocese are committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and the Head Teacher must ensure that the highest priority is given to following the guidance and regulations to safeguard them. The successful candidate will be required to undergo an Enhanced check for Regulated Activity from the Disclosure and Barring Service.

The core purpose of the Head Teacher is to set and implement the strategic direction of the school and to provide professional leadership and management to drive achievement of high standards in all areas of the school's work, particularly in ensuring the provision of sustainable outstanding education through the preservation and development of its Catholic character.

The school's objectives relate to the provision of Catholic education and the school is part of the Catholic Church and, as such, is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the trust deed of the Diocese of Hexham and Newcastle. Therefore, the post of Head Teacher must be filled by a practicing Catholic who can show, by example and from experience, that he or she will ensure that the school is distinctively Catholic in all aspects.

NB: As this is a Voluntary Aided School the Governing Board is your employer

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: AG/KDS

Date: 29/03/2018