ST BERTELINE'S
Church of England Primary School

CDAT
Chester Diocesan Academies Trust

St. Berteline's Church of England Primary School
part of Chester Diocesan Academies Trust (CDAT)

Headteacher: Job Description

Rooted in Christian values, CDAT is committed to:
- *Valuing the uniqueness of every child*
- *Aspiring to excellence*
- *Being a nurturing learning community for all*

Jesus said, 'I have come so that you might have life, life in all its fullness' (John 10:10)
As a Trust, our aim is to ensure that all our pupils are able to benefit from and enjoy 'life in all its fullness.'

The Core Purpose of the Headteacher in a CDAT School

The Headteacher is the key person in the school in ensuring that CDAT's vision is realized at St Paul's, ensuring an environment for teaching and learning that empowers both staff and students to achieve their highest potential and live life in all its fullness.

The core purpose of the Headteacher is to provide professional leadership and management for the school as part of the Chester Diocesan Academies Trust (CDAT), in line with the Church of England's vision for education. The Headteacher will promote a secure foundation from which to achieve high standards in all areas of the school's work. They will establish high quality education by effectively managing teaching and learning in order to realise the potential of all pupils. The Headteacher will establish a culture that promotes excellence, equality and high expectations of all pupils within a strong Christian ethos.

The Headteacher is the leading education professional in the school. Accountable to the Chief Executive (CEO) of CDAT and the Local Governance Committee, the Headteacher provides leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. The Headteacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims in accordance with its mission statement, and for the day-to-day management, organisation and administration of the school.

The Headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships within the CDAT family of schools and with, amongst others, local churches, local and wider diocesan schools, other services and agencies for children, the Local Authority, Diocesan officers, higher education institutions and employers. Through such partnerships and other activities including developing strong relationships with parents as the first educators of their children, Headteachers play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.

Main Duties

Qualities and Knowledge

Within the school's Christian character, the Headteacher will:

- Hold and articulate a clear Christian vision, founded on Christian values and moral purpose, focused on providing a top-class education for the pupils they serve ensuring they grow in wisdom.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, governors, the Diocese, the Parish, members of the local community and the CDAT family of schools.
- Lead by example - with integrity, creativity, resilience, clarity and spirituality - drawing on their own skills and expertise and making effective use of the skills and knowledge of those around them.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development that reflects the needs of the school.
- Work with political and financial astuteness, ably translating CDAT's policy and vision, as well as local, Diocesan and national policy into the school's context.
- Secure knowledge and understanding of church school distinctiveness, keeping up with national and diocesan developments and, in particular, ensure high quality RE and collective worship.
- Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel in their pursuit of wisdom.
- Lead creative collective worship that reflects the school's Christian vision and values, enabling the community to flourish and grow spiritually.

Pupils and Staff

Within the schools' Christian character, the Headteacher will:

- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Secure excellent teaching through a strong understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
- Secure a school ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, sharing best practice and supporting each other.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Hold all staff to account for their professional conduct and practice within the Christian character of the school.

- Establish, promote, and respect an inclusive culture that promotes equality and an understanding of diverse cultures, faith groups' languages and ethnic groups.
- Act as a spiritual as well as professional leader to staff and pupils.
- Celebrate achievement in the development of the whole child and not only those matters that are measured externally.
- Promote and facilitate opportunities for pupils and staff to be involved with and share best practice with pupils and staff from other CDAT schools.

Systems and Process

Within the school's Christian character, the Headteacher will:

- Ensure that the school efficiently and effectively fulfils its responsibilities, as set out in the Scheme of Delegation, as part of the CDAT family of schools.
- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity within a Christian context.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society as they develop self-worth and an understanding of the worth of others.
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Welcome strong governance and actively support the Local Governance Committee to understand its role and deliver its functions effectively.
- Exercise sound, strategic financial planning to ensure the effective deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability and its Christian character.
- Distribute leadership throughout the organisation, as appropriate to the size of the school, where possible giving colleagues the opportunity to innovate and to hold each other to account for their decision-making.

The Self-Improving School System

Within the school's Christian character, the Headteacher will:

- Support the work of CDAT in promoting and developing high-quality education across the CDAT family of schools.
- Create an outward-facing church school, which works with other schools and organisations, including the Diocesan education team and Diocesan schools, to champion best practice and secure excellent achievements for all pupils.

- Develop effective relationships with fellow professionals and colleagues in other public services, parents/carers and the church community to improve academic and social outcomes for all pupils.
- Challenge educational orthodoxies and respond critically and constructively to education initiatives in the best interests of achieving excellence, harnessing the findings of well-evidenced research to self-regulate and improve the school.
- Shape the current and future quality of the teaching profession through engaging with high-quality training and sustained professional development appropriate to the church school context for all staff at the school.
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- Inspire and influence others - within and beyond the school - to believe in the fundamental importance of education in young people's lives and to promote the value of education in human flourishing.

Accountability

The Headteacher will:

- Work closely with and be responsible to the CEO of CDAT to ensure that the school provides a high-quality education and complies with the requirements set out in its Scheme of Delegation.
- Be responsible to the CEO and trust leaders for ensuring that the school maintains a strong Christian ethos, and that this is reflected educationally.
- Provide information, support and advice to the CEO, other senior leaders within CDAT and the Board of Directors based on a detailed working knowledge of the school's strengths and areas for improvement.
- Provide information advice and support to the Local Governance Committee to enable it to meet its responsibilities as a CDAT school, for securing the church school foundation, effective teaching and learning, improved standards of achievement and value for money.
- Lead on compliance and regularity changes such as GDPR or other statutes.
- Present regular formal accounts of the school's performance in a form appropriate to a range of audiences – governors, parents, Diocese, local community, OFSTED, the Local Authority.
- Ensure that parents and pupils are well informed about the wider curriculum and targets for improvement.

Community

The Headteacher will, with the support of the local Governance Committee:

- Promote a close relationship with local churches.
- Work closely with local groups and stakeholders to maximise the contribution made by the school within the community, and to keep the school at the heart of its community.

Additional Requirements

This job description outlines the main duties of the post, incorporating the current set of Headteacher Standards, but does not exclude other duties, which may be undertaken to ensure the efficient operation of the school. Other duties required will be consistent with those listed above and appropriate to the title and grade of the post.

The appointment is subject to the current conditions of employment of Headteachers, as agreed by CDAT, contained in the School Teachers' Pay and Conditions document (as conditions for Headteachers) and other current educational and employment legislation. Details will be specified in a contract of employment.

Terms and conditions for all school based CDAT employees are subject to change, should the need arise, after consultation with staff and their professional associations.

The applicant will be required to safeguard and promote the welfare of children and young people. The Headteacher is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and is expected to hold all staff and volunteers accountable for their contribution to the safeguarding regulations.