



**ST MARY'S COLLEGE**  
**St Cuthbert's Roman Catholic Multi Academy Trust**  
**Job Description and Person Specification: Head of School**

**DATE**  
**REVIEWED/UPDATED:**  
April 2021

**SALARY: LPS 33 -38** (currently  
£92,624 to £104,687)

**Ordinary people - working together - achieving extraordinary things**

**VISION** - Convinced that people have an unbelievable capacity to do great things, we aim to provide rich and wide-ranging opportunities for people to achieve more than they ever thought possible.

**VALUES** - As a Trust, at the heart of our Christian service is to welcome and value each individual as equal, regardless of nationality, gender, race, colour, sexuality or creed. We pride ourselves on our exceptional standards of personal pastoral care, rooted in our Christian tradition and values of kindness, support, peace, justice, forgiveness and joy. Our outlook and ambition is international and inclusive.

**CHILDREN ARE OUR PRIORITY** - We aim to place children at the centre of all of our decisions and activities, encouraging them to find excitement in their learning and to live life to the full. We do not settle for average. We aim to relentlessly focus on our core business which is to promote student's learning, welfare and achievement.

**WORLD CLASS** - Without apology, we are committed to excellence and to build on the sustained world class successes of St Mary's College. Without excuses we find ways to help every student to feel that they are safe, belong and are successful in their learning. Teachers and support staff want to be the very best they can be.

**SEAMLESS TRANSITION** - Inclusive, our curriculum should be 3-19 understood, 3-19 planned, 3-19 relevant, 3-19 rigorous and 3-19 progressing. Our curriculum will deliver 3-19 outstanding outcomes and prepare all our young people exceptionally well for life thereafter.

**PARTNERSHIP** - We build strong partnerships within our schools and with organisations that share our commitment to world class standards. Learning with and from others of good will, we aim to always improve, to give our very best and expect it from others. Alongside others, we serve the common good and actively support system reform so that all children might thrive.

***'In every here and now we are ready to express our hope'***

**DIGNITY AT WORK:** To show, at all times, a personal commitment to treating all students and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Trust's Equal Opportunities Policies.

**MAIN PURPOSE:** To be responsible to, and work under the general direction of the Chief Executive Officer (CEO) of St Mary's College to provide outstanding, inspiring leadership to staff, students and the community of St Mary's College. The Head of School has a critical role in continuing to raise standards, both academically and pastorally, to ensure St Mary's College retain their reputation and achievements as an outstanding education provider. As a leader the Head of School must demonstrate loyalty, professionalism and high standards of integrity and confidentiality within St Mary's College, the Trust and the wider community.

To have responsibility for building on an outstanding standard of education outcomes and achievements for its students, maintaining its excellent reputation for being the school of choice for parents and their children in the area.

To provide leadership that is dynamic and sets high expectations, provides healthy challenge and promotes spiritual development within the ethos of our Roman Catholic Trust of schools.

To be responsible for leading the smooth day to day running of St Mary's College.

You will lead a team whose core purpose is to safeguard the welfare of children and young people.

## PRINCIPAL ACCOUNTABILITIES - CORE PURPOSE

*Key areas of responsibility include leading, motivating and managing staff, and developing and improving standards of teaching and learning:*

1.	To have sound knowledge and commitment to safeguarding and promoting the welfare of children and young people.
2.	To provide high quality leadership for the College in support of the CEO.
3.	To prepare the College for the best possible external reporting judgements.
4.	To oversee a high-quality purposeful curriculum for all students.
5.	To contribute to the development of the strategic plans of Trust.
6.	To provide highly effective visible leadership for behaviour across the College.
7.	To lead by personal example in modelling a full and professional commitment to excellence, continued improvement and servant leadership.
8.	To work alongside the CEO, contributing to the ongoing development and delivery of St Mary's College strategic vision and Catholic values, whilst leading on operational day-to-day management, setting the highest standards, ensuring consistency of practice and acting to ensure the highest quality of teaching and learning.
9.	To be responsible for the effective and efficient use of resources, ensuring the contribution to the delivery of the strategic vision is maximised.
10.	To critically evaluate and challenge the College performance, ensuring targets are achieved across the curriculum and across all pupil groups.
11.	To effectively monitor and evaluate the curriculum, teaching & learning and assessment to identify and act on areas of improvement.
12.	To build effective working relationships with feeder primary schools in order to develop a consistent 3-19 educational experience and curriculum.

13.	To build strong partnerships with local stakeholders, particularly the Catholic community.
<b>QUALITIES and KNOWLEDGE:</b>	
1.	Will hold and articulate clear Catholic values and moral purpose, focused on providing a World Class education for all staff and students.
2.	Will possess strong decision-making skills and the confidence to act decisively at pace and in challenging and demanding situations.
3.	Will have sophisticated interpersonal skills and a positive presence with high personal impact. They will have clear gravitas and display a charismatic leadership style that positively engages the College community in key decisions and the educational vision.
4.	Will demonstrate a passion for teaching and learning, nurturing others whilst ensuring staff and students have a clarity of purpose and expectations.
5.	Will understand and be able to explain what makes a secondary education provider outstanding and what must happen to maintain and achieve this.
6.	Will model integrity, creativity, resilience and clarity, drawing on their own (and others) knowledge and experience, skills and competencies to achieve the highest outcomes.
<b>STUDENTS and STAFF:</b>	
1.	Will demand ambitious standards for all students, overcoming disadvantages and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on student outcomes.
2.	Will secure excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice and curriculum design, the post holder will ensure St Mary's College offers a rich curriculum of opportunities, enhancing students' well-being.
3.	Will ensure best practice is shared at St Mary's College, and across the Trust, drawing on relevant research and robust data analysis.
4.	Will create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge.
5.	Will encourage staff to hold themselves and others to account for the delivery of outstanding teaching and learning and associated outcomes.
6.	Will encourage high aspirations in students, providing opportunities for them to learn and grow, developing a love for learning whilst challenging the underperformance of students.
7.	Will work with the Teaching School Hub to secure the best possible continual professional development for staff.
<b>SYSTEMS and PROCESSES:</b>	
1.	Will work within a clear set of principles centred on St Mary's College Catholic vision and ethos. Will ably translate local and national policy into College daily life, communicating compellingly the College vision.
2.	Will ensure College systems, organisation and processes are efficient, effective and fit for purpose, whilst upholding the principles of transparency, integrity and probity.
3.	Will provide a safe, calm and well-ordered environment for all students and staff, ensuring at all times there is a clear focus on safeguarding students and developing their exemplary behaviour in College and in the wider society.
4.	Will work with others to establish a rigorous, fair and transparent approach to managing the performance of all staff, addressing under-performance swiftly, clearly and supportively in line with the College performance plan.

5.	Will work with the Director of Support Services and the CEO to exercise strategic, curriculum-led financial planning to ensure effective deployment of budgets and resources in the best interest of students' achievements and the sustainability of St Mary's College.
----	--

**SELF-IMPROVING COLLEGE SYSTEM:**

1.	To work across the Trust as required and with external agencies and other schools, embracing the concept of mutual challenge, championing best practice and securing excellent achievements for all staff and students.
2.	To develop effective relationships with a diverse range of stakeholders, to improve the academic and social outcomes for students in an innovative and collaborative way.
3.	To work with the CEO to challenge as appropriate, educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame organisational evaluation and improvement at St Mary's College.

**GENERAL:**

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

The post holder must be flexible to ensure the operational needs of the Trust are met. Under the direction of the CEO the Head of School will undertake duties of a similar nature and responsibility as and when required, throughout the various work places in the Trust.

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on St Cuthbert's Roman Catholic Academy Trust, as your employer and you as an employee of the Trust. It is the post holder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees/students in accordance with legislation.

The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.

***St Mary's College and St Cuthbert's Roman Catholic Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are carefully screened prior to appointment.***

**DIMENSIONS:**

**All sections should be completed – if there aren't any state 'none'**

**1. Responsibility for Staff:**

Teaching and Learning Staff. Direct line management responsibility for Vice Principals.

**2. Responsibility for Customers/Clients:**

Children and Families.

**3. Responsibility for Budgets:**

In conjunction with Director of Support Services and the CEO.

**4. Responsibility for Physical Resources:**

ICT equipment and other resources provided by the College.

**WORKING RELATIONSHIPS:**

**All sections should be completed – if there aren't any state 'none'**

**INTERNAL BODIES:**

CEO, Director of Support Services, Vice Principals, SLT, Middle Leaders, Teaching Staff, Directors.

Teaching School Hub

St Mary's Sports Development Company

Business Support Services

Support Staff

Primary Trust Chief Operating Officer (COO) and Executive Heads

To liaise with all other departments, staff within the College

**EXTERNAL BODIES:**

Diocese

Parish

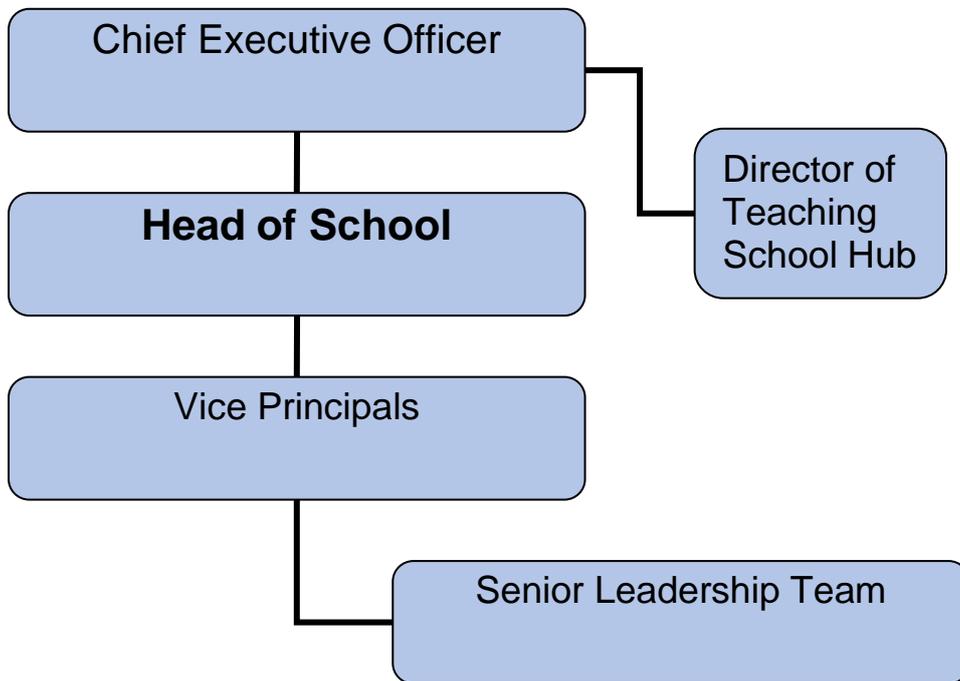
Other Trust/Academies

Local Authority

Public Sector Agencies

Commercial Partners

**ORGANISATION CHART:**



<b>PERSON SPECIFICATION</b>		<b>Tick relevant column</b>		<b>List code/s*</b>
<p><b>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</b></p> <p><i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring CRB's), T = Test/Assessment, P = Presentation</i></p>				
		<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
<b>1.</b>	<b>Qualifications:</b>			
	Good honours degree	√		<b>CQ/AF</b>
	Qualified Teacher Status	√		<b>CQ/AF</b>
	Completed an education leadership/management course/qualification	√		<b>CQ/AF</b>
	Level 1 Safeguarding	√		<b>CQ/AF</b>
	Membership of appropriate professional bodies		√	<b>CQ/AF</b>
	Hold NPQH		√	<b>CQ/AF</b>
	SLE status		√	<b>CQ/AF</b>
<b>2.</b>	<b>Knowledge and Experience:</b>			
	Extensive experience of working at a senior leadership level in a large secondary school.	√		<b>AF / I / R</b>
	Experience of working at a senior leadership level in a large secondary school <b>with a 6<sup>th</sup> form college</b>		√	<b>AF/I</b>
	Experience of Headship in a large secondary school		√	<b>AF/I</b>
	Evidence of a commitment to continued professional development showing your learning path to Headship.	√		<b>AF//R</b>
	Demonstrable track record of sustaining high standards of achievement in teaching and learning	√		<b>AF / I / R</b>
	Successful direct experience in the leadership and management of pastoral care.	√		<b>AF/I</b>
	Relevant experience of stakeholder engagement and partnership working	√		<b>AF / I</b>
	Recent experience of preparing for and taking part in an Ofsted Inspection.		√	<b>AF/I</b>
	Experience and understanding of Governance accountability being able to provide advice to Directors.	√		<b>AF/I</b>
	Experience of whole school leadership/change management and school improvement.	√		<b>AF / I / R</b>
	Experience of providing professional challenge and support to others through appraisal and the wider process of performance management.	√		<b>AF / I / R</b>
	Up to date knowledge of education policy, pedagogy, inspection findings and statutory requirements.	√		<b>AF//R</b>
	A highly credible and skilled classroom teacher,	√		<b>AF / I / R</b>
	Experience of managing and leading staff and working with a diverse range of stakeholders (e.g. students, staff, parents, governors and external agencies), dealing with sensitive, contentious, difficult situations in an effective way).	√		<b>AF / I / R</b>
	Proven track record of managing complex end to end projects, including budget management.	√		<b>AF/I R</b>
	Teaching School Hub experience.		√	<b>A/I</b>

<b>PERSON SPECIFICATION</b>		<b>Tick relevant column</b>		<b>List code/s*</b>
<p><b>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</b></p> <p><i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring CRB's), T = Test/Assessment, P = Presentation</i></p>				
		<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
<b>3.</b>	<b>Skills:</b>			
	High level decision-making skills which can be readily deployed in challenging and demanding situations.	√		<b>AF/I/R</b>
	High level of personal and professional organisational skills.	√		<b>AF / I / R</b>
	High level of research skill; translating national and local changes into appropriate policies, pathways and approaches, ensuring other stakeholders are involved and knowledge is shared.	√		<b>AF / I / R</b>
	Ability to undertake detailed analysis which may be multi-stranded, triangulating information to develop a more detailed perspective.	√		<b>AF/ I / R</b>
	Developing, implementing, driving through, monitoring and evaluating progress against the plan and ensuring appropriate interventions occur where required.	√		<b>AF/ I / R</b>
	Ability to facilitate multi-stranded projects, developing positive working relationships that enable a meaningful project plan to be developed and implemented.	√		<b>AF/ I / R</b>
<b>4.</b>	<b>Interpersonal/Communication Skills/Thinking/Verbal Skills/Written Skills:</b>			
	Ability to translate a vision into reality.	√		<b>AF / I / R</b>
	Able to analyse academy performance data to plan for development and improvements in line with national and local education strategies.	√		<b>AF/I</b>
	High level of communication skill, both written and oral, being able to influence, overcome barriers to understanding, deal effectively with complex and/or contentious issues and manage difficult conversations with empathy and sensitivity where appropriate.	√		<b>AF/I/R</b>
	Personal impact and presence. An authoritative, succinct but inspiring and persuasive communication style both orally and in writing.	√		<b>AF/I</b>
	Ability to use ICT skills efficiently and effectively.	√		<b>AF/I</b>
<b>5.</b>	<b>Competencies and Personal Qualities:</b>			
	You must be able to motivate and inspire others with your authentic on your career experiences.	√		<b>AF / I / R</b>
	You must be able to demonstrate that your leadership style has presence, and are actively visible in and around the College, particularly in difficult and/or new situations.	√		<b>I</b>
	Leading and Supervising: provides other with clear direction, sets appropriate standards of behaviour (leads by example), recognises strengths and weaknesses in others, delegates work appropriately and fairly, motivates and empowers staff, providing opportunities for development and coaching.	√		<b>I</b>

<b>PERSON SPECIFICATION</b>		<b>Tick relevant column</b>	<b>List code/s*</b>	
<p><b>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</b></p> <p><i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring CRB's), T = Test/Assessment, P = Presentation</i></p>		<b>Essential</b>	<b>Desirable</b>	
		<b>How identified</b>		
	Persuading and Influencing: makes a strong personal impression on students-parents-carers-staff and a diverse range of external stakeholders, gains clear commitment and agreement from others by persuading, convincing and negotiating, promotes organisational change ideas (winning hearts and minds), manages conflict and makes effective use of policies to appropriately influence and persuade others.	√		AF/I
	Formulating Strategies and Concepts: works strategically to realise organisational goals, sets and develops strategies, identifies and develops positive and compelling visions of the organisation's future potential, takes account of a wide range of issues across and related to the organisation.	√		AF/I
	Coping with Personal Challenges & Setbacks: showing resilience, works productively in a fast-paced environment, effectively manages personal emotions during challenging/sensitive situations, balances the demands of a work life and a personal life, maintains a positive outlook at work, handles constructive criticism well and positively improves from it. Acts on own initiative but seeks appropriate advice and support from CEO when necessary.	√		AF/I
	Working with People: demonstrates an interest in and understanding of others by actively engaging with them, adapts to the team and builds positive team spirit, recognises and rewards the contribution of others, listens, consults others and communicates proactively; supports and cares for others; manages others expectations, develops and openly communicates self-insight such as an awareness of own strengths and weaknesses.	√		A/FI
	Further Personal Qualities: charisma, emotional intelligence, positivity, optimism, flexibility, integrity, determination, dedication, desire to achieve, and authenticity.	√		I
<b>6.</b>	<b>Additional Requirements:</b>			
	The Head of School is a reserved post; the postholder must be a practising Catholic.	√		AF/I/R
	Committed to the aims, values, ethos and distinctiveness of Roman Catholic schools and academies	√		AF/I/R
<b>7.</b>	<b>Disclosure of Criminal Record:</b>			
	The successful candidate's appointment will be subject to the College obtaining a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (if ticked as an essential requirement).	√		DBS Disclosure (after short listing)

Signed by postholder:	Dated:
-----------------------	--------