



Headteacher Job Description

Key Areas of Responsibility

1. Catholic Purpose and Identity of the School
2. Leadership in Catholic Education
3. Strategic Leadership
4. Educational Excellence
5. Managing the Organisation

1. Catholic Purpose and Identity of the School

The Headteacher's first responsibility is to establish, preserve, and strengthen the Catholic identity of the school, ensuring that the teaching and mission of the Church are reflected in all aspects of school life.

This includes:

- Embedding Gospel values in the curriculum, daily routines, policies, and relationships.
- Ensuring Religious Education and collective worship remain central to school life.
- Promoting partnerships with the Parish, parents, governors, the Diocese, the Local Authority, and the wider community.
- Modelling a personal commitment to faith and spiritual leadership.

2. Leadership in Catholic Education

The Headteacher leads the school as a Catholic educating community, requiring theological insight, pastoral care, and professional expertise.

This includes:

- Providing professional leadership that secures high standards and a safe, nurturing environment.
- Promoting equality, inclusion, and the unique dignity of every pupil as a child of God.
- Building a culture of aspiration, faith, and achievement.
- Reflecting regularly on their own leadership and professional development, ensuring that their vision is rooted in Catholic teaching.



3. Strategic Leadership

Working with governors, staff, pupils, parents, and the Parish, the Headteacher will:

- Develop, communicate, and deliver a clear vision for the school based on Gospel values and the mission of the Church.
- Inspire, motivate, and empower the school community to achieve shared goals.
- Demonstrate resilience, integrity, and emotional maturity in decision-making.
- Lead change effectively, ensuring innovation and improvement while minimising disruption.
- Use self-reflection and feedback to enhance leadership effectiveness.
- Build strong external partnerships to benefit pupils and the wider school community.

4. Educational Excellence

In a Catholic school, the pursuit of excellence means recognising each pupil's God-given potential and supporting them to achieve it.

The Headteacher will:

- Lead a curriculum that is broad, ambitious, inclusive, and enriched by Catholic values.
- Set high expectations for teaching and learning, ensuring all pupils make strong progress.
- Promote a culture of curiosity, independence, and lifelong learning.
- Model outstanding teaching and identify best practice to be shared across the school.
- Ensure equality of access for all learners, including those with additional needs, those for whom English is an additional language, and the more able.
- Promote pupils' spiritual, moral, social, and cultural development through worship, prayer, and Catholic teaching.
- Develop partnerships locally, regionally, and nationally to share and sustain best practice.

5. Managing the Organisation

The Headteacher is responsible for the effective, efficient, and sustainable management of the school.

This includes:

- Working closely with the Governing Body to fulfil responsibilities for governance, finance, staffing, and admissions in line with the school's trust deed and diocesan



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requirements.

- Using rigorous self-evaluation to drive improvement and accountability.
- Managing staff and resources effectively to secure best value and maximise impact.
- Ensuring robust safeguarding practices and a safe, supportive learning environment.
- Using data to analyse performance, identify priorities, and inform school development planning.
- Holding staff accountable for high standards while supporting their professional growth.
- Representing the school effectively to external stakeholders, including the Diocese, Ofsted, the Local Authority, and the wider community.