

**CONVENT OF THE SACRED HEART SCHOOL FOUNDATION**  
**DUTIES OF HEAD OF SCHOOL**  
**Extracted from Call for Applications**

**1. Functions Role and responsibilities**

- To provide professional leadership and to ensure the implementation and the development of the National Curriculum Framework;
- To secure whole-school commitment to the curricular philosophy, values and objectives through the effective school team building, communication and collaborative approach to decision-making;
- To promote and further the holistic education of each student in the school;
- To organise, manage and control efficiently and effectively the human, physical and financial resources of the school;
- To participate in the meetings of the Board of Governors.
- To collaborate with the Head of Secondary School in a manner that maximises networking under the leadership of the Board of Governors and according to the direction and guidelines established by the Board of Governors, the Church School Secretariat and the State Education Authorities:
- To participate in the design, formulation and implementation of projects that tap EU funding and establish partnerships with other schools in Europe.
- To work closely with the Society of the Sacred Heart Network and endeavour to reach its Goals and Commitments.

**2. Main Responsibilities**

- To formulate, in a collaborative manner with the school team the school aims, objectives and policies in conformity with those of the Sacred Heart Network of Schools and the directives and regulations of the Board of Governors of the School
- To facilitate a participatory team building and collegial process leading to the formulation and on-going review of the School Development Plan;
- To build and maintaining an effective and open channel of communication within the school community, with the Secondary School, with the Parent Teachers' Association, with the Finance Committee, with the Board of Governors with other Church Schools, local community and other supportive external agencies;
- To direct the planning, organisation and co-ordination of curricular and other related initiatives and activities throughout the year.
- To keep abreast with on-going professional development in educational and administrative leadership and management;
- To ensure order and discipline, help resolve conflicts, and promote healthy relationships between students, staff and parents/guardians;
- To ensure the timely implementation of established disciplinary procedures;
- To ensure that network participants can communicate in an informal but well structured manner;

- To ensure that all policies are being carried out effectively;
- To ensure the maintenance of an effective pastoral care system for students;
- To ensure that members of the Senior Management Team are regularly assigned focus areas for the better implementation of the school policies and development plan;
- To supervise the academic and pedagogical quality of teaching and learning.

### **3. Curriculum Development**

- Together with the Senior Management Team and teachers and in consultation with the Board of Governors, to determine strategies for the effective implementation of the National Curriculum, such as teaching and learning strategies, the use of educational resources and services, the selection of textbooks, etc;
- To implement quality assurance mechanisms that maintain high standards of teaching and learning in the school;
- To promote the enrichment of the curriculum through activities organised within and outside school;
- To ensure that the curriculum includes holistic learning activities that take into account the diverse talents and learning modes, abilities and potential of all students in the school, and into the resources of the local community as well as those of national, European and international organisations;
- To motivate and support all categories of staff with the objective of pursuing lifelong learning opportunities, including career development and progression.

### **4. Student Matters**

- To facilitate the provision of effective psycho-social services and the effective delivery of pastoral care services for students;
- To implement an effective referral policy and procedures for students requiring specialised services;
- To develop and sustain procedures to facilitate the transition of students coming to and leaving school;
- To promote an inclusive school policy;
- To facilitate and nurture a safe school environment;
- To promote an effective student participation policy.

### **5. Teaching Personnel**

- To nurture the development and maintenance of the professional school team leading to active participation in decision-making, and take timely follow-up action and facilitate school self-evaluation exercises;
- To expose the Assistant Heads to the various roles and tasks of headship; directing the induction of new staff and motivating, supporting, developing, monitoring, acting as mentor, and appraising professional and non-professional staff;
- To guide management processes, including Performance Management Programmes,
- To ensure academic and pedagogical quality assurance and standards of teaching and learning;
- To manage and mentor other personnel attached to the school on a permanent or temporary basis in order to ensure a high level of motivation and of quality

service, ensuring that the gender perspective is integrated in school programmes and initiatives.

## **6. Home-School-Community Links**

- To create and promote links with the local community and its organisations;
- To encourage and foster early parental involvement in children's educational development; while providing staff with a clear direction, encouraging them to seek effective ways of enhancing parental involvement in students' educational development and curricular activities;
- To encourage parents/guardians to engage in lifelong learning opportunities leading to personal development whilst promoting enhanced involvement in the school community life;
- To encourage parents to increasingly become aware of their responsibilities towards their children's well-being and welfare and ensure that they strictly observe the school's rules and regulations, including those related to punctuality both at the beginning and at the end of the school day.

## **7. Administration**

- Together with the Assistant Head/s, carry out the annual school classification exercise and ensuring the preparation of timetables, assigning of classes, subjects and responsibilities to teachers;
- To ensure that the duty of providing cover for absent teachers is shared equitably among all teachers in the school;
- To ensure the compilation and upkeep of school statistics, as well as student and staff records;
- To ensure the provision of a functional record keeping and filing system and the timely and correct submission of data and information requested by the regulatory bodies, the School Board of Governors and other authorised entities;
- In collaboration with the relevant responsible officials, to ensure the proper maintenance and servicing of the school building, facilities and equipment, as well as the cleanliness and the embellishment of the school environment;
- With the assistance of available human resources, to ensure the compilation of an inventory according to prescribed regulations, as well as the efficient management of stores/apparatus, furniture and other material resources;
- To ensure the timely requisition of utilities;
- To provide necessary information to ensure adequate school transport;
- To take part in EU projects and other projects in accordance with SDP targets.

## **8. Finance**

- With the assistance of competent officials, to prepare the capital and recurrent school budget estimates within the parameters and priorities set by the School Board of Governors. whilst contributing to the preparation of the three-year School business plans;
- Under the direction and guidance of the Board of Governors and the Financial Committee to ensure the effective management and control of funds according to established financial regulations and the recording of all transactions according to established practice.