

## **Job Description**

**DIRECTORATE:** Education and Family Support

**DEPARTMENT:** Cefn Glas Infants School

**POST:** Headteacher

**GRADE OF POST:** ISR L15 to L21\*

**RESPONSIBLE TO:** School Governing Body

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### **JOB PURPOSE:**

The core purpose of the Headteacher is to provide professional leadership and management of the school which will promote a secure foundation from which to achieve high standards in all areas of the school's work.

### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- 1) Shaping the Future** - Working with the governing body and others to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community.

*The Headteacher will:*

Ensure the vision of the school is clearly articulated, shared, understood and acted upon effectively by all.

Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.

Demonstrate the vision and values in everyday work and practice.

Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.

Motivate and work with others to create a shared culture and positive climate.

Ensure strategic planning takes account of the diversity, values and experience of the school and the wider community.

- 2) Leading Learning and Teaching** – Raising the quality of teaching and learning and for pupils achievement which will involve setting high expectations and monitoring and evaluating the effectiveness of learning outcomes.

*The Headteacher will:*

Ensure a consistent and continuous focus on pupils' achievement using data and benchmarks to monitor progress in every child's learning.

Establish creative, responsible, and effective approaches to learning and teaching.

Ensure that learning is at the centre of strategic planning and resource management.

Demonstrate high expectations and set stretching targets for the whole school.

Implement strategies which secure high standards of behaviour and attendance.

Determine, organise, and implement a diverse, flexible curriculum and implement an effective assessment framework.

Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.

Monitor, evaluate and review classroom practice and promote improvement strategies.

Challenge underperformance at all levels and ensure effective corrective action and follow-up.

- 3) Developing Self and Working with Others** - Supporting all staff to achieve high standards through performance management and effective continuing professional development practice.

*The Headteacher will:*

Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.

Build a collaborative learning culture and, with other schools, a learning community.

Develop and maintain effective strategies and procedures for staff induction, professional development, and performance review.

Ensure effective planning, allocation, support, and evaluation of work undertaken by school staff, ensuring clear delegation of tasks and devolution of responsibilities.

Acknowledge the responsibilities and celebrate the achievements of individuals and teams.

Develop and maintain a culture of high expectations for self and others and take appropriate action when performance is unsatisfactory.

Regularly review own practice, set personal targets and take responsibility for own personal development.

Manage own workload and that of others to allow work/life balance.

- 4) Managing the organisation** - Providing effective organisation and management of the school, seeking ways of improving organisational structures and functions, and also managing and leading the school's human and financial resources to ensure an efficient, effective and safe learning environment.

*The Headteacher will:*

Create a structure which reflects the school's values and enables the management systems, structures, and processes to work both effectively and legally.

Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.

Ensure that policies and practices take account of national and local circumstances.

Manage the school's financial and human resources effectively and efficiently.

Recruit, retain and deploy staff appropriately to achieve the school's vision and goals.

Implement successful performance management processes with all staff.

Ensure that resources are used to improve the quality of education for the pupils and provide value for money.

Use and integrate a range of technologies efficiently and effectively to manage the school.

Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.

- 5) Securing Accountability** - Being accountable for the efficiency and effectiveness of the school to the pupils, parents, carers, governors, and the LEA, promoting collective responsibility within the whole school community and contributing to the education service more widely.

*The Headteacher will:*

Fulfil commitments arising from contractual accountability to the governing body.

Work with the governing body to enable it to meet its responsibilities.

Develop a school ethos which enables everyone to work together, share knowledge and understanding, celebrate success and accept responsibility for outcomes.

Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to review and evaluation.

Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences.

Reflect on personal contribution to school achievements and take account of feedback from others.

**6) Collaborating with other schools in order to share expertise and bring positive benefits to the school and others.**

*The Headteacher will:*

Build a school culture which takes account of the richness and diversity of the school communities.

Create and promote positive strategies for challenging prejudices and dealing with harassment.

Ensure learning experiences are linked and integrated with the wider community.

Ensure a range of community-based learning experiences.

Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.

Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.

Will seek opportunities to invite parents and carers, community figures and businesses into the school to enhance and enrich the school and its value to the wider community.

Will contribute to the development of the education system by, for example, working in partnership with other schools; co-operate and work with relevant agencies to protect children.

## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

### **Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

## **CRIMINAL RECORDS CHECK**

This post requires a criminal record check through the Disclosure & Barring Service (DBS)

## Person Specification

### Headteacher

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes)

| Attributes                                      | Requirements   | Essential                        | Method of Evaluation/ Testing  |
|---|--|----------------------------------|--|
| <b>Qualifications, Education &amp; Training</b> | <ul style="list-style-type: none"> <li>• Teacher Qualification</li> <li>• Registration with the Education Workforce Council (EWC)</li> <li>• Appropriate degree/ qualification NPQH</li> <li>• Higher degree of qualification or further professional qualification</li> </ul>   | <p>Yes</p> <p>Yes</p> <p>Yes</p> | <p>Production of original Qualification Certificates and application form.</p> |
| <b>Knowledge &amp; Experience</b>               | <ul style="list-style-type: none"> <li>• A record of successfully leading and managing within a primary school</li> <li>• Excellent communication and interpersonal skills</li> <li>• A clear vision and understanding of current education issues</li> <li>• A commitment to raising standards in education</li> <li>• An understanding of the needs of all children including the more able and talented and those with ALN</li> </ul> | <p>Yes</p> <p>Yes</p> <p>Yes</p> |  |

| Attributes                             | Requirements   | Essential             | Method of Evaluation/ Testing                              |
|--|--|-----------------------|--|
|  | <ul style="list-style-type: none"> <li>• Has the ability to inspire motivate and lead a strong, committed and talented team</li> <li>• Clear philosophy of education</li> <li>• Clear view of school development</li> <li>• Curriculum Planning</li> <li>• School development planning</li> <li>• The roles and responsibilities of the Governing Body</li> <li>• Efficient use of resources and budget planning</li> <li>• Promoting effective classroom practice</li> <li>• Breadth of experience from more than one school and across the relevant age range</li> </ul> |                       |  |
| <b>Skills &amp; Personal Qualities</b> | <ul style="list-style-type: none"> <li>• Ability to prioritise, plan and organise</li> <li>• Ability to make appropriate decisions</li> <li>• Excellent communication skills, oral and written</li> <li>• Ability to direct, co-ordinate and monitor the work of others</li> <li>• Ability to lead and work as part of a team</li> <li>• Ability to continue to foster good relations with the</li> </ul>  | <p>Yes</p> <p>Yes</p> | <p>Interview, application form, and selection process.</p> |

| Attributes | Requirements  | Essential             | Method of Evaluation/ Testing |
|------------|---|-----------------------|-------------------------------|
|            | <p>community including other schools, parents and the wider area</p> <ul style="list-style-type: none"> <li>• Committed to the training and development of the staff and ensuring their development and welfare</li> <li>• Ability to motivate all staff and all pupils to maximise their potential</li> <li>• Enthusiasm</li> <li>• Ability to be innovative and flexible</li> <li>• Reliability and integrity</li> <li>• Commitment</li> <li>• Ability to self-evaluate</li> <li>• Ability to promote good team building</li> </ul> | <p>Yes</p> <p>Yes</p> |                               |