

BLAENAU GWENT COUNTY BOROUGH COUNCIL

JOB DESCRIPTION – HEADTEACHER (NAME OF SCHOOL)

The appointment is subject to the current conditions of employment of Head Teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1996, and other current educational and employment legislation, and the school's Articles of Government. In carrying out his/her duties, the Head teacher shall consult, where appropriate, with the governing body, the staff of the school and the parents of its pupils.

AREAS OF RESPONSIBILITY AND KEY TASKS

The Internal Organisation, Management and Control of the School:

- to work with governors, staff and parents in determining the ethos, values and overall purposes of the school:
- to formulate the aims and objectives of the school and policies for their implementation:
- to design, arrange for and contribute to a school improvement plan which will translate school aims and policies into actions, subsequently evaluating these and setting means for necessary improvements:
- to monitor and evaluate the performance of the school and respond and report to the governing body as required:
- to implement and promote the governing body's policies on equal opportunity issues:
- to implement and promote the governing body's policies on all health and safety issues:
- to participate, to such an extent as may be appropriate having regard to the Head Teacher's other duties, in teaching pupils at the school, including the provision of cover for absent teachers:
- to arrange for a Deputy Head Teacher or other suitable person to assume responsibility for the discharge of the Head Teacher's functions at any time when absent from school:
- to develop the school as a Centre for a Learning Community.

CURRICULUM DEVELOPMENT

To determine, organise and implement, in concert with other appropriate persons or bodies, a curriculum which:-

- follows the curriculum policy as modified by the governing body, whilst remaining compatible with the basic curriculum;
- is relevant to the needs, experience, interests, aptitudes and stages of development of all pupils, including those with Special Educational Needs, where modification and dis-application policies of the National Curriculum may apply;
- is appropriate to the school's present and likely resources;
- fulfils the Head Teacher's duty under Section 351(4), 372 and 373 of the 1996 Education Act in relation to the National Curriculum and Religious Education;
- makes appropriate arrangements for daily collective worship by pupils in accordance with Section 385(4) of the 1996 Act.

- To develop means whereby:-
- school policies on curriculum, assessment, recording and reporting become effective teaching and learning schemes and arrangements;
- the learning and teaching provided by departmental teaching teams form a co-ordinated, coherent curriculum entitlement for individuals;
- information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and to aid governors in their future management of the school;
- the individual pupil's continuity of learning and effective progression of achievement is provided;
- extra curricular activities are provided in accordance with the educational aims of the school.

PUPIL CARE

- to determine, organise and implement, in concert with other appropriate persons or bodies, a policy for the personal and social development of pupils including pastoral care and guidance;
- to determine appropriate pupil groupings;
- to determine and arrange means to promote among pupils self-discipline and a proper regard for authority
- to encourage good behaviour and to seek to secure acceptable standards of conduct at all times when pupils are on school premises or under school direction while out of school and ensure their implementation, acting in accordance with any written directions or policy of the governors;
- to handle individual disciplinary cases, including powers to exclude pupils in accordance with provisions of the Articles of Government.

THE MANAGEMENT OF STAFF

- to participate in the selection and appointment of teaching and non-teaching staff of the school;
- to deploy and manage all teaching and non-teaching staff appointed to the school by allocating particular duties, including such duties of the Head Teacher as may be properly delegated, in a manner consistent with their conditions of employment and to maintain a reasonable balance between the work carried out in school and elsewhere;
- to ensure that the duty of providing cover for absent teachers is shared equitably among all teachers, including the Head Teacher, taking into account teaching and other duties;
- to develop good management practice by ensuring positive staff participation, effective communication and procedures and a collegiate style of management;
- to supervise and participate in arrangements made in accordance with the Regulations for the appraisal of the performance of teachers in the school;

- to implement staff development policies in relation to:
 - a) the induction of new and newly qualified teachers and other staff
 - b) the provision of professional advice, support and training
 - c) the provision of references where relevant to career progression.
- to maintain good relationships with individuals, groups and staff unions and associations;
- to demonstrate effective leadership, representation and liaison both within the school and between the school and other interested or involved persons or bodies;
- to participate in arrangements made in accordance with the Regulations for the appraisal of his/her performance as Head teacher, and to participate in the identification of areas in which he/she would benefit from further training and undergoing such training;
- to participate in arrangements for the appraisal of performance of other Head Teachers.

THE MANAGEMENT OF RESOURCES

- to contribute to the formulation of the policies and procedures of the governing body concerning the resource management of the school;
- to allocate, control and account for those financial and material resources of the school, which are delegated to the Head teacher by:-
 - a) effective management of the school's budget
 - b) rational allocation and monitoring of time, space and material resources
 - c) ensuring effective arrangements for the siting and storage of materials and equipment to promote an attractive environment, which stimulates learning and enhances the appearance of the school
- to make arrangements for the security and effective supervision of the school buildings, their contents and grounds;
- to ensure that any lack of maintenance, repairs or modification, including breaches of health and safety legislation is acted upon promptly and in accordance with the delegation arrangements of the governing body;
- to ensure effective working relationships with external agencies and services contracted to the school.

RELATIONSHIPS

With the governing body:-

- to advise and assist in the exercising of its functions;
- to attend meetings without prejudice to any rights the Head Teacher may have as a governor of the school;

- to make such reports in connection with the discharge of the Head Teacher's functions as it may properly require;

With parents and those holding parental responsibility:-

- to make arrangements for parents to be given regular information about the school curriculum, the progress of their children and about other matters affecting the school, so as to promote common understanding of its aims, ethos, methods and organisation, acceptance of reasonable conditions and involvement in the education of their children and the wider life of the school;
- to provide as statutorily required a school prospectus for intending parents along with other proper information;
- to provide opportunities for consultation between parents and staff;
- to arrange means for parents to express concerns and discuss problems regarding their children's education and to provide for positive *responses to* these:

With other schools, colleges, educational establishments and the LEA: _

- to promote continuity of learning, progression of achievement and curriculum development with local schools;
- to arrange for effective induction of pupils;
- to provide training and work experience placements for school and college students as appropriate;
- to develop good relationships with local schools.

With other professional bodies, agencies and services:-

- To liaise in the best interests of pupils or in the meeting of statutory obligations with medical, social and other support services.

With the Community:-

- to promote a positive image of the school;
- to ensure that the school plays a constructive role in the life of the local community and that its curriculum draws on the nature and resources of that community;
- to encourage the development of lifelong learning opportunities for parents and the community;
- to develop links with local community organisations;
- to develop links with local employers for the benefit of the pupils and the school.