

Job Description

DIRECTORATE:	Education, Early Years and Young People
School:	Porthcawl Primary
POST:	Headteacher
GRADE OF POST:	ISR L13 – L19
RESPONSIBLE TO:	Governing Body

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:

The six key areas of headship are:

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 for 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 that strategic planning considers the diversity, values, and experiences 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 a practical assessment framework.
- Take a strategic role in developing 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 in achieving high standards through effective performance management and continuing professional development.

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 to improve organisational structures and functions, and 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 all pupils' education quality 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 it meets the needs of the curriculum and all health and safety regulations.

5) Securing Accountability

Being accountable for the efficiency and effectiveness of the school to pupils, parents, carers, governors, and the Local Education Authority, promoting collective responsibility within the whole school community and contributing to the education service more generally.

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 upon 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) Strengthening Community

Collaborating with other schools to share expertise and bring positive benefits to the school and its community.

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 and cooperating 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
Qualifications, Education & Training	<ul style="list-style-type: none"> • Teaching Qualification • Registration with the Education Workforce Council • Appropriate degree/qualification NPQH • Higher degree of qualification or further professional qualification 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Production of original Qualification Certificates and application form.</p>
Knowledge & Experience	<ul style="list-style-type: none"> • A record of successfully leading and managing a primary school. • Excellent communication and interpersonal skills. • A clear vision and understanding of current education issues. • A commitment to raising standards in education • An understanding of the needs of all children including the more able and talented and those with ALN; 	<p>Yes</p> <p>Yes</p>	<p>Interview, application form, references and selection process.</p>

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	<ul style="list-style-type: none"> • Has the ability to inspire motivate and lead a strong, committed and talented team. • Clear philosophy of education. • Clear view of school development. • Curriculum Planning. • School Development Planning. • The roles and responsibilities of the Governing Body. • Efficient use of resources and budget planning. • Promoting effective classroom practice. • Breadth of experience from more than one school and across the relevant age range 	Yes	
<p>Skills and Personal Attributes</p>	<ul style="list-style-type: none"> • Ability to prioritise, plan and organise. • Ability to make appropriate decisions. • Excellent communication skills, oral and written. 	Yes	Application form, interview and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	<ul style="list-style-type: none"> • Ability to direct, co-ordinate and monitor the work of others. • Ability to lead and work as part of a team. • Ability to continue to foster good relations with the community, including other schools, parents and the wider area. • Committed to the training and development of the staff and ensuring their development and welfare. • An enthusiastic ability to motivate all staff and all pupils to maximise their potential. • Ability to be innovative and flexible. • Reliability and integrity. • Commitment. • Ability to self-evaluate. • Ability to promote good team building. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	