

Job Description

DIRECTORATE:	Education and Family Support
DEPARTMENT:	Garw Valley Federation – Betws Primary School
POST:	Head of School
GRADE OF POST:	ISR 8-12
RESPONSIBLE TO:	Executive Headteacher

JOB PURPOSE:

The core purpose of the Head of School is to provide professional leadership and management across the Garw Valley Federation, as well as across 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:

- Working with the Executive Headteacher, 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.
- Ensure the vision of the Federation is clearly articulated, shared, understood and acted upon effectively by all.
- Work within the Federation community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Ensure strategic planning takes account of the diversity, values and experience of the school and the wider community.
- 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.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge underperformance at all levels and ensure effective corrective action and follow-up.

- Build a collaborative learning culture and, with other schools, a learning community.
- Develop and maintain a culture of high expectations for self and others and take appropriate action when performance is unsatisfactory.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Work with the governing body to enable it to meet its responsibilities.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to review and evaluation.

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

Head of School

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	- Teacher Qualification - Registration with the Education Workforce Council (EWC) - Appropriate degree/ qualification NPQH	Yes Yes Yes	Production of original Qualification Certificates and application form.
Knowledge & Experience	- Significant recent experience as a Deputy Headteacher or Senior Leader in a primary school. - Proven experience of leadership e.g. subject/phase leadership. - Knowledge and understanding of the current Welsh educational context and the National Mission. - Knowledge of best practice and procedures for safeguarding children and young people. - Proven experience of monitoring, evaluating and reviewing performance in	Yes Yes	Interview, application form, references and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	order to raise achievement for all groups of pupils. - Up-to-date knowledge and understanding of what constitutes excellent teaching and learning and how to implement it. - Experience and knowledge of what constitutes excellent professional learning and how to lead it. - Knowledge of excellent strategies and procedures relating to leading performance development reviews. - Successful experience of managing change. - Experience of building effective relationships with a range of school stakeholders, including parents and the wider community.	Yes Y	
Skills and Personal Attributes	- Ability to articulate and communicate a clear vision of high-quality educational provision for the schools. - Strategic management ability including staff, financial and material resources and planning - Ability to lead, manage and motivate staff and pupils to achieve high standards.	Yes Yes Yes	Application form, interview and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	• Ability to build a strong network of collaborative relationships and partnerships with other schools, education professions and appropriate external organisations. • Significant experience of implementing and embedding policies and procedures. • Safeguarding – experience of being a Designated Safeguarding Person. • Experience of personnel and Human Resources management. • Good organisational abilities and the ability to delegate. • High level of personal skill in using and applying information and communication technology (ICT). • The ability to be resilient under pressure and remain positive and enthusiastic. • Demonstration of continuous professional learning for self and leadership of professional learning for others. • A commitment to promote the wellbeing of all members of the school community. • A commitment to the promotion of the Welsh language and culture. • Ability to demonstrate sound and balanced	Yes	



Attributes	Requirements	Essential	Method of Evaluation/ Testing
	judgement, decisiveness and flexibility. • Integrity, loyalty and sensitivity.		