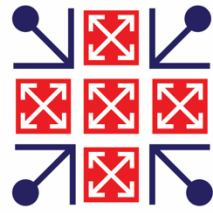


# Llantwit Major School

## Ysgol Llanilltud Fawr



### Job Description

**Post title:** Head Teacher  
**Pay range:** L29 - L35 (£89,714 - £102,896)

#### Job Purpose

- Under the overall direction of the Governing Body to lead:
  - in formulating the aims and objectives of the school and to ensure appropriate policies are maintained through which these are to be achieved;
  - be responsible for the standards and curriculum of all pupils including the monitoring of progress of achievement; and
  - proactively manage staff and resources.
- Carry out the professional duties of a teacher as required.
- Take responsibility for child protection issues as appropriate.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

This work will be in accordance with:

- the School Teachers' Pay and Conditions Document;
- the provisions of the Education Acts and any orders and regulations having effect there under;
- the Instrument of Government for the school;
- any scheme prepared by the Local Authority under Section 48 of the School Standards and Framework Act (1998);
- the terms of the contract of employment;
- any rules, regulations or policies laid down by the Local Authority with respect to matters for which the Governing Body have responsibility as derived from any of the sources specified above; and
- any rules, regulations or policies laid down by the Local Authority with respect to matters for which the Governing Body is not responsible.

## **Duties and Responsibilities**

### **1. Shaping the Future – Strategic Direction and Development**

- a) working with governors to take forward the strategic vision for the school and ensure the vision is clearly articulated, shared, understood and acted upon effectively by all staff;
- b) motivate staff to create a shared learning culture and positive climate through distribution of leadership through teams and individuals;
- c) develop, implement and evaluate the school's policies, practices and procedures to support the strategic vision which will also promote and sustain school improvement;
- d) Deliver the School Improvement Plan;
- e) maximise and deploy resources and expertise within the school to raise achievement;
- f) ensure creativity and innovation in the use of appropriate current and emerging technologies to achieve excellence across the school;
- g) introduce appropriate innovation in line with educational developments and management best practice in a rapidly changing environment; and
- h) maintain the very positive transition arrangements with feeder schools in the catchment area.

### **2. Leading Teaching and Learning/Outcomes and Standards**

- a) lead and manage teaching and learning throughout the school;
- b) maximise the opportunities for all pupils through continuous and consistent focus on pupils' achievement, using data and benchmarking to monitor progress in every child's learning;
- c) establish creative, responsive and effective approaches to learning and teaching;
- d) set high expectations and set stretching targets for the school community;
- e) monitor, evaluate and review school practice and promote improvement strategies;
- f) tackle under-performance at all levels;
- g) ensure high quality teaching is at the heart of strategic planning and resource management;
- h) monitor and evaluate the quality of teaching and standards of learning and achievement;
- i) establish creative, responsive and effective approaches to teaching and learning and contribute to the development of collaborative sharing of good practice and improving the learning experience for pupils;
- j) Empower pupils to take an active part in their own learning and to take personal responsibility for improving their future opportunities for educational experience;
- k) Implement strategies which secure high standards of behaviour and attendance;
- l) Determine, organize and implement a diverse, flexible curriculum and effective assessment frameworks;

- m) Continue to promote a culture which encourages aspiration within school communities and celebrates success and achievement;
- n) Challenge underperformance at all levels and ensure effective corrective action, support and review; and
- o) Maintain an effective partnership with parents and the wider community to support and enhance the achievement and personal development of pupils.

### **3. Developing Self and Working with Others**

- a) maintain effective strategies and procedures for staff induction, professional development and performance management in line with agreed local and national policy and procedures;
- b) maintain a culture of high expectations for self and others and take appropriate action when necessary;
- c) ensure effective planning, allocation, support and evaluation of work of teams and individuals, ensuring clear delegation of tasks and responsibilities;
- d) regularly review own practice, set personal targets and take responsibility for own personal development;
- e) treat people fairly, equitably and with dignity and respect to create and maintain a positive culture;
- f) maintain a collaborative learning culture within the schools and actively engage with other schools to build effective learning communities;
- g) ensure adequate provision of resources to enable an appropriate work/life balance for all; and
- h) manage the arrangement for linking appraisal to pay progression and advise the relevant body on pay recommendations for teachers.

### **4. Managing the Organisation**

- a) ensure the on-going development of organisational structures which reflect the school's values and enables effective and efficient operations;
- b) produce and implement evidence-based improvement plans and policies for the on-going development of the school;
- c) effectively and strategically manage the school's human, financial and physical resources;
- d) recruit, retain and deploy staff appropriately;
- e) manage the setting of annual performance management targets for staff and review progress against them in line with agreed policy and procedures;
- f) ensure that the use of resources provides value for money; and
- g) promote and develop a safe working practice culture to ensure staff and pupils are supported and safe.

### **5. Securing Accountability**

- a) promote an ethos which enables everyone to work collaboratively;
- b) ensure individual staff accountabilities and responsibilities are clearly defined, communicated, understood, agreed and recorded and are subject to robust and rigorous review and evaluation in accordance with statutory performance management policy and procedures;

- c) work with, advise and support the governing body to enable it to meet its statutory responsibilities;
- d) ensure every individual child has access to high quality teaching and learning; and
- e) present a clear, coherent and accurate account of performance to a range of audiences.

## **6. Strengthening Community**

- a) promote positive strategies for challenging discrimination;
- b) ensure a range of community-based learning experiences;
- c) collaborate with other agencies to ensure pupil and community needs are met;
- d) promote community cohesion, extended services and work with other partners; and
- e) collaborate with other agencies to provide a holistic approach to the well-being of staff, students and their families.

The appointed Headteacher will work to the professional duties set out in the School Teachers' Pay and Conditions Document. The job description details responsibilities but does not direct any particular priorities or amount of time to be spent carrying out these duties. This job description is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after consultation, to meet the changing needs of the school.