



JOB DESCRIPTION: HEADTEACHER OF YSGOL TAL-Y-BONT AND YSGOL CRAIG YR WYLFA

Main Purpose of the Job

Provide effective, dynamic vision and leadership with the ability to inspire learners and staff at Ysgol Tal-y-Bont and Ysgol Craig yr Wylfa, ensuring learners reach their full potential.

The Headteacher is responsible for the internal organisation, leadership and management of both schools. They will be accountable to both Governing Bodies and by means of the Director of Education to the Local Education Committee. Rules, regulations or policies imposed by the employers and the particular appointment conditions contained therein must be adhered to.

The Headteacher must consult with the LA, Governing Bodies, staff and parents as appropriate. The Headteacher has an active role in formulating the overall aims and objectives of the school as well as the policies for implementing them.

Main Duties and Responsibilities

In conjunction with this job description, the duties and conditions of service to Headteachers outlined in the current edition of the School Teacher Pay and Conditions document must be read.

1. Curriculum

- Lead innovation in teaching methods and curriculum design.
- Organise and deliver an appropriate, broad and balanced curriculum rooted in the four purposes of a Curriculum for Wales that will meet the intellectual, physical, emotional, moral, spiritual and cultural needs of all learners, and communicate that programme with clarity and enthusiasm to all staff, parents, governors and the Local Authority.
- Organise and deliver a curriculum that supports development as appropriate to the needs, experience, interests, ability and stages of development of the school's learners, within available resources.
- Develop and deliver a curriculum that places emphasis on fostering learners' sense of self and habitat, and understanding of their identity in a broad and inclusive context.
- Promote an environment that will encourage learners to become bilingual citizens who give prestige to the Welsh language and its culture.
- Report to Governing Bodies how curriculum time is used.

2. Review and Evaluation

- Review the work and organisation of the school
- Evaluate teaching and learning standards within the school, ensuring that accurate standards are set, monitored and maintained
- Support staff pastorally and professionally and ensure that continuing professional development and training opportunities are available to all
- Engage in activities necessary for evaluating the Principal
- Ensure that trainee teachers, new teachers or those returning to a teaching post after a period of absence receive suitable support and training

3. Management Information

- Participate in the appointment of teaching and non-teaching staff
- Allocate work to staff in a manner consistent with conditions of employment, maintaining a reasonable balance in the duties they are expected to perform
- Ensure that teachers have sufficient information to carry out their duties in an objective manner
- Provide confidential, thoughtful information on staff work and performance when relevant to their next job

3. Learner Progress and Pastoral Care

- Provide effective guidance to ensure that both schools provide an exciting place to learn that meets its set and required goals and where learners will enjoy success and reach their full potential.
- Develop suitable processes and procedures for monitoring, assessing and recording learners' progress, including setting targets for individuals, in accordance with statutory requirements.
- Ensure that both schools provide a safe, caring, inclusive and supportive realm and community for all learners and adults who learn and work there.
- Define a network of duties within the school that ensure pupils receive appropriate support in terms of their wellbeing and well-being

4. Learner Discipline

- Maintain good order and discipline and an acceptable code of conduct among pupils, in accordance with the Conduct and Discipline Policy, as approved by the Governing Bodies
- Ensure all staff consistently implement the policy whether on school premises or during out-of-school activities or visits
- Make arrangements to maintain good order and discipline during lessons and breaks, by ensuring that:
 - i) safe and sound system in place
 - ii) all adults and children on site are familiar with the system
 - iii) competent person responsible

5. Relationship

- Develop close working links with the parents and local community, neighbouring schools, including secondary institutions, the governing bodies, the Local Authority, and all official and voluntary agencies whose work coincides with school activities as follows:
 - (a) Relationship with the Parents**
 - Make arrangements for parents to receive regular information about their children's education
 - Encourage parents to be actively involved in school life and work
 - (b) Relationship with the Governing Bodies**
 - Advise and assist the Governing Bodies to work effectively by producing reports and providing information
 - (c) Relationship with the Local Education Authority**
 - Co-operate with and collaborate with Local Education Authority Officers by providing information and reports, to develop a strong partnership
 - (d) With external bodies**
 - Develop and promote useful relationships with individuals, bodies and agencies outside of school
 - (e) With other educational institutions**
 - Liaise with other educational organisations and organisations for the benefit of pupils, staff and school

6. Resources

- Be responsible for the allocation of resources, in collaboration with the Governing Bodies
- Take all reasonable steps to ensure that financial systems are robust, effective and in line with Local Education Authority regulations

7. Building and Property

- Make arrangements with the Governing Bodies to ensure that the school building, contents and grounds are protected safely and effectively and to ensure that the buildings and properties are well maintained
- Notify the Governing Bodies and/or to the Local Education Authority if maintenance is insufficient
- Ensure that the Health and Safety requirements of staff, pupils and visitors to the school are adhered to in accordance with Health and Safety Executive (HSE) regulations and Local Education Authority requirements
- Report without fail to the Governing Bodies and/or to the Local Education Authority of any matters which may have Health and Safety implications

8. Teaching

- The Headteacher currently has teaching responsibility equivalent to two days a week (1.5 days at Ysgol Tal-y-Bont and 0.5 days at Ysgol Craig yr Wylfa). However, this situation is constantly reviewed in accordance with the budgets of the schools.
- Participate, if necessary, in educating learners for extra hours, mindful of the responsibilities as Head of School
- Share in the delivery and ensure proper arrangements are in place to ensure that a class is taught effectively when the class teacher is absent

9. Absence of the Principal

- Delegation of authority and responsibilities to the Assistant headteachers or other suitable person during the absence of the Headteacher

10. Teachers' Unions and Associations

- Ensure that school staff receive relevant information and can consult with teachers' organisations and non-teacher organisations

11. Daily Break

- The Headteacher is entitled to a break of reasonable length and that break does not have to coincide with the school's midday break
- During the absence of the Headteacher, the Assistant Headteachers or other qualified person should be designated to be responsible for that period.