



JOB DESCRIPTION: HEADTEACHER AT CENARTH AND LLECHRYD PRIMARY SCHOOLS



Main Purpose of the Job

Provide effective, dynamic leadership with the ability to inspire learners and staff at Cenarth and Llechryd Primary Schools, ensuring learners reach their full potential.

Main Duties and Responsibilities

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

1. Curriculum

- Develop an appropriate, broad and balanced curriculum rooted in the four purposes of Curriculum for Wales, which 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 (LA).
- Develop and deliver a curriculum that places emphasis on fostering learners' knowledge of their 'Cynefin' and understanding of their own identity in a broad and inclusive context.
- Promote an environment that will encourage learners to become bilingual citizens who honour the Welsh language and its culture.

2. Management, Review and Evaluation

- Ensure that arrangements are in place for the provision of appropriate support, professional learning and development for all members of staff, and that those arrangements are regularly reviewed.
- Co-ordinate and implement school policy for performance management.
- Promote a culture of self-evaluation that ensures Cenarth and Llechryd Primary Schools have systems and processes in place that enable them to evaluate and review their performance effectively, thus striving for excellence.
- Maintain efficient administration to meet the needs of both schools internally, and in relation to the LA, recognising the need to reduce workload and make full and effective use of information and communication technology (ICT).
- Develop and manage both education establishments by grouping the learners, using the teaching and support staff appropriately and delegating additional responsibilities to senior staff.
- Initiate and manage change when appropriate to promote the effective development of Cenarth and Llechryd Primary Schools thus ensuring continued improvement.
- Maintain an up-to-date understanding of the statutory requirements, LA policies and national educational initiatives ensuring the Headteacher's professional development.
- Promote equality of opportunity within jobs and services.

3. Learner Progress and Pastoral Care

- Provide effective guidance to ensure that both Cenarth and Llechryd Primary Schools provide an exciting place of learning that meets their set and required goals and where learners will enjoy success and reach their full potential.
- Develop suitable processes and procedures for assessing and recording learners' progress, including target setting for individuals, in accordance with statutory requirements.
- Ensuring that Cenarth and Llechryd Primary Schools' communities provide a safe, caring, inclusive and supportive environment for all learners and staff.
- Ensure high standards of progress and achievement through high quality teaching and learning.

4. Learner Discipline

- Maintain good order and discipline, along with an acceptable code of conduct among the learners, in accordance with the Behaviour and Discipline Policy approved by the Schools' Governors and ensure that the code is followed at all times.

5. Relationship

- Develop close working links with the parents and local communities, neighbouring schools, including secondary institutions, the governing bodies, the Local Authority, and all official and voluntary agencies whose work coincides with the activities of both schools.

6. Resources

- Ensure that both Cenarth and Llechryd Primary School budgets and resources are managed efficiently and effectively.

7. Building and Grounds of both schools

- Plan arrangements with both Cenarth and Llechryd Primary Schools' Governing Bodies to ensure the effective supervision and maintenance of the buildings, contents and grounds, taking appropriate steps where necessary.
- Ensure the health and safety of staff, learners and visitors to both schools in accordance with HSE regulations and LA requirements, taking appropriate steps where necessary.

8. Teaching

- Currently, the Headteacher does not have teaching responsibility. However, the situation is constantly reviewed in line with the budgets at both Cenarth and Llechryd Primary Schools.