

PEMBROKESHIRE COUNTY COUNCIL

JOB DESCRIPTION

<b>JOB TITLE:</b>	Head Teacher	<b>POST REF:</b>
<b>SCHOOL:</b>	St Teilo's Catholic Primary	<b>GRADE: ISR L7 – L13</b>
<b>RESPONSIBLE TO:</b>	Governing Body	
<b>RESPONSIBLE FOR:</b>	Staff employed at the school under the Governing Body	

*The successful candidate will be a practising and committed Catholic, who, as a faith leader will be responsible for and have the personal qualities, skills and values to protect, nurture and develop our school's Catholic ethos and vision of education.*

**JOB PURPOSE** : to be responsible for the leadership, internal organisation, management and control of the school in accordance with:

- The provisions of all applicable legislation and any orders and regulations having effect under the applicable legislation
- The instrument of government of the school
- Any rules, regulations or policies made either by the governing body or by the Local Authority
- Any scheme prepared or maintained under Section 48 of the School Standards and Framework Act 1998
- The terms of their appointment

**PROFESSIONAL DUTIES shall include:**

You will be responsible for promoting and safeguarding the welfare of children and young persons you are responsible for, or come into contact with and value and respect the views and needs of children and young people. Head Teachers are required to demonstrate consistently high standards of personal and professional conduct.

You will be expected to adhere to the Leadership Standards and evidence this as part of the performance management process.

The role includes teaching hours

**Whole School Organisation**

- Provide overall strategic leadership and, with others, lead, develop and support the strategic direction, vision, values and priorities of the school
- Develop, implement and evaluate the school's policies, practices and procedures

**Teaching**

- Lead and manage teaching and learning throughout the school, including ensuring, save in exceptional circumstances, that a teacher is assigned in the school timetable to every class or group of pupils:
  - (a) In the first, second, third and fourth key stages, for foundation and other core subjects and religious education, and
  - (b) In the preliminary stages

- Teach 3 days a week.

### **Health, Safety and Discipline**

- Promote the safety and well being of pupils and staff
- Ensure good order and discipline amongst pupils and staff.

### **Management of Staff and Resources**

- Lead, manage and develop the staff, including appraising and managing performance
- Develop clear arrangements for linking appraisal to pay progression and advise the relevant body on pay recommendations for teachers, including on whether a teacher at the school who applied to be paid on the upper pay range should be paid on that range
- Organise and deploy resources within the school
- Promote harmonious working relationships within the school
- Maintain relationships with organisations representing teachers and other member of the staff
- Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.

### **Professional Development**

- Promote the participation of staff in relevant CPD
- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and supply staff including induction.

### **Communication**

- Consult and communicate with the governing body, staff, pupils, parents and carers.

### **Work with Colleagues and other Relevant Professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school including relevant external agencies and bodies.

### **PERSON SPECIFICATION**

- Qualified Teacher Status
- NPQH is a requirement for first-time Headteachers
- Successful teaching experience
- Management experience in schools and/or in the education profession
- Evidence of ability to provide school leadership
- Experience of planning for school improvement with a clear commitment to review, monitoring and development