

Job Description

DIRECTORATE:	Education and Family Support
DEPARTMENT:	Schools
POST:	Headteacher
GRADE OF POST:	L14 to L20 Leadership Pay Scale
RESPONSIBLE TO:	Governing Body

JOB PURPOSE:

To provide support and personal care to people with complex needs and challenging behaviour who receive a day service in Bridgend Resource Centre or the Community Hubs.

To contribute to the implementation and development of individual plans and service objectives in line with wider developments in learning Disability services.

- To develop and sustain the school;
- To exercise overall responsibility for the organisation, management and conduct of the school within agreed strategic priorities;
- To provide professional and effective leadership for the Senior Management Team, all other school staff, parents, and pupils;
- To build upon current good practice.

The Headteacher will take overall responsibility for the leadership management, organisation and conduct of the school in accordance with:

- Education Acts, regulations, Codes of Practice, and other legislation;
- The policies of the County Borough Council and, where suitable, approved plans and policies of the Education and Family Support Directorate or the Archdiocese of Cardiff;
- The school's vision, mission statement, values, plans, priorities, and targets.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

Strategic direction and development of the school to:

- Ensure the effective management of the school, including monitoring systems for self-evaluation and inspections.

- Lead by example and provide inspiration and motivation to the school community.
- Generate vision, ethos and policies for the school which promote high standards of attainment.
- Support the Governing Body in achieving the priorities and targets which the school sets for itself, provide staff with the motivation to support its aims.
- Ensure that the management of the school, including finance and administration support the school's policies, its vision and aims.

Teaching and learning to:

- Create an environment which secures effective learning across the breadth of the Curriculum and to promote ambitious standards of achievement, behaviour, and discipline with all pupils, including additional needs.
- Develop and promote effective links with partners including parents, the LA and support services and other educational establishments within the wider community.
- Work in collaboration with other schools within the cluster and County Borough to identify improvement leading to raising standards.
- Enhance teaching and learning and pupils' personal development.
- Promote and support agencies such as CAFOD, SVP and others to deliver Catholic values and beliefs.

Leading and managing staff to:

- Develop positive working relationships with and between all staff and governors.
- Implement and sustain effective strategies for the management and wellbeing of all staff.
- Enable performance management systems to operate effectively and to engage with appraisal requirements of relevant staff.
- Promote a healthy working environment to encourage positive learning attitudes and relationships in pupils, recognising they are made in the likeness and image of God.

Effective deployment of staff and resources to:

- Work with governors and colleagues to recruit high quality staff.
- Ensure that all staff and governors understand their respective roles and responsibilities, execute them well and to the highest standard.
- Manage the teaching and learning of pupils across all phases.
- Participate in any training and development activities to maintain own professional development or to enhance competence within job role and manage the personal development of colleagues.

- Undertake any duties and responsibilities in accordance with the grade of the post and participate in the regular review of the content of the job description.

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

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	<ul style="list-style-type: none"> • Qualified Teacher Status. • Further professional/academic study. • Evidence of gaining or imminently awaiting NPQH award. • EWC registration. • Evidence of continuous professional development. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Production of original Qualification Certificates and application form.</p>
Knowledge & Experience	<ul style="list-style-type: none"> • Effective and successful responsibility and experience in a senior leadership role; i.e. Headteacher, Acting Headteacher, Deputy/Assistant Headteacher. • Recent experience in a Catholic school. • Successful teaching experience and experience of leading within a subject area / Key stage. • Successful teaching experience and experience of leading within more than one subject area / Key stage • Evidence of working with parents/carers to engage in their child's learning. • Experience of teaching in more than one school. • Up-to-date knowledge and understanding of what 	<p>Yes</p>	<p>Positive recommendation in professional references.</p>

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	<p>constitutes excellent teaching and learning.</p> <ul style="list-style-type: none"> • Evidence of successful implementation of strategies to improve teaching and learning to raise the standards of achievement for all pupils, including those with additional needs. • To work effectively, and in partnership, with the governing body. • Effective economic management. 		
Faith Commitment	<ul style="list-style-type: none"> • A practising and committed Catholic. • Active involvement in parish community. • Secure understanding of the distinctive nature of the Catholic school and Catholic education. • Understanding of leadership role in spiritual development of all pupils and staff. • Understanding of the school's role in the parish and wider community. • Experience in leading acts of worship. 	Yes	Positive and supportive faith reference from parish priest where applicant regularly worships.
Skills & Personal Qualities	<ul style="list-style-type: none"> • Experience of working as part of a team committed to being inclusive to all pupils. • Ability to promote Catholic values and teaching through the character and ethos of the school. • Be an inspiring role model for pupils and staff. 	Yes	Interview, application form, and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	<ul style="list-style-type: none">• Delegate tasks and responsibilities, when appropriate.• Demonstrate reasoned judgement in challenging circumstances to avert and resolve conflict.• Effective use of ICT to support teaching and learning.• Basic knowledge of the Welsh language.		