

## **Job Description**

<b>DIRECTORATE:</b>	<b>Education Early Years and Young People</b>
<b>DEPARTMENT:</b>	<b>Garw Federation (Betws, Blaengarw and Ffaldau Primary Schools)</b>
<b>POST:</b>	<b>Executive Headteacher</b>
<b>GRADE OF POST:</b>	<b>ISR L18 – L24</b>
<b>RESPONSIBLE TO:</b>	<b>Garw Federation Governing Body</b>

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### **JOB PURPOSE:**

The appointment is subject to the current conditions of employment for headteachers contained in the Schools Teachers' Pay and Conditions Document, the 1998 Schools Standards and Framework Act, the required standards for Qualified Teacher Status and headteachers and other current educational legislation.

This job description may be amended at any time following discussion between the Governing Body and the executive headteacher and will be reviewed annually.

(Where "schools" are mentioned, it refers to Betws Primary School, Blaengarw Primary School and Ffaldau Primary School)

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

#### **A. Strategic Direction and Development of the Schools to:**

- Lead by example and provide inspiration and motivation to the schools' community.
- Generate vision, ethos and policies for the schools which promote high levels of achievement and meet equality objectives.
- Create and implement strategic school development plans, underpinned by sound financial planning, within the national and local context, which identifies priorities and targets for ensuring that pupils achieve high standards, and that teaching is effective.
- Support all staff in achieving the priorities and targets which the schools set for themselves, provide them with the motivation to support their aims.
- Ensure that the management of the schools, including finance and administration support the schools' policies, vision and aims.
- Monitor and review all aspects of attainment, priorities, targets and policy and take necessary action.

**Additional responsibilities relating to the federation:**

- Ensure that the vision for the federation is based upon continuous and unrelenting improvement, and that this corporate approach is clearly articulated to all learners, staff and other stakeholders.
- Make sure that the vision is implemented as part and parcel of everyday life in all areas within the federation.

**B. Teaching and Learning to:**

- Create an environment which secures effective learning across the breadth of the national curriculum and to promote high standards of achievement, behaviour and discipline.
- Determine and organise the curriculum and monitor and evaluate its effectiveness.
- Monitor the quality of teaching and pupils' achievements including the analysis of performance data.
- Develop links with parents, other schools, educational establishments and the wider community, including business and industry, in order to enhance teaching and learning and pupils' personal development.
- Create an effective partnership with parents and the wider community.
- Contribute, as appropriate, to the teaching in the schools.

**Additional responsibilities relating to the federation:**

- Ensure that internal 'school-to-school' working impacts on learning and teaching provision, while also securing links with other schools and similarly-constituted federations, as a basis for promoting best practice – on regional, national and international scales.

**C. Leading and Managing Staff to:**

- Develop positive working relationships with and between all staff and the governing body.
- Implement and sustain effective strategies for the management of all staff,
- Plan, evaluate and support the work of groups, delegate appropriately and clearly evaluate outcomes.
- Enable staff to develop expertise in their respective roles through the identification of needs, ensuring an effective programme of access to continuing professional development.
- Enable performance management systems to operate effectively and to engage with appraisal requirements of the head teacher and relevant staff.
- Sustain personal and staff motivation.

**Additional responsibilities relating to the federation:**

- Implement a coherent succession planning model across the Federation, based upon a comprehensive continuous professional development (CPD) programme for all.
- Think creatively as to how opportunities within the Federation can be supported, as individual and institutional needs arise and evolve.

**D. Effective Deployment of Staff and Resources to:**

- To work with the governing body to identify and deliver on strategic goals.
- A commitment to promote the wellbeing of all members of the school community.
- Work with governing body and colleagues to recruit high quality staff.
- Ensure that all staff and the governing body understand their respective roles and responsibilities.
- To oversee the building management of three school facilities.
- Manage and organise the use of the schools' accommodation efficiently and effectively.
- Alongside the governing body, establish priorities for expenditure and monitor the effectiveness of spending within the financial regulations of the local authority.
- Monitor the use of resources with a view to achieving value for money, within the schools' financial context.

**Additional responsibility relating to the federation:**

- Create a plan to achieve efficient and effective managerial practices across the Federation, supported by coherent and imaginative use of ICT.
- Investigate how economies of scale are achieved, and how savings can be re-invested within the Federation to realise better value for money.

**E. ACCOUNTABILITY, TO:**

- Provide information and advice to the governing body so that they can meet their responsibilities and ensure proper accountability throughout the schools.
- Ensure the schools meet all statutory and legal requirements including Child Protection, Health and Safety, Equal Opportunities, Race Relations, Disability and Human Rights legislation, Employment Law.
- Ensure that the financial accounts of the schools are maintained according to local authority financial regulations and that the governing body is effectively informed to enable it to be appropriately accountable.
- Create an ethos in which all staff recognise their accountability.
- Account for the schools' performance to internal and external agencies through the analysis of performance data and appropriate reporting; the use of such analysis to inform planning at all levels.

- Provide relevant information about all aspects of the schools to parents, the community, and other interested parties.
- Ensure that the schools meet all legal requirements in relation to equal opportunities legislation and that the schools operate in the spirit of the law as well as to the letter.
- Ensure that the schools comply with all statutory requirements relating to the provision of education and other relevant legislation (for example. The Children Act).

**Additional responsibilities relating to the Federation:**

- Refine the Federation's governance model to ensure that responsibilities and lines of accountability are clear and secure ongoing school improvement.
- Ensure that this review dovetails with the streamlining of external accountability imperatives as they impinge upon the organisation and its component schools.

**F. STRENGTHEN THE COMMUNITY, TO:**

- Encourage and engage in collaboration between all interested parties including the local authority.
- Encourage and engage in collaboration with other schools.
- Encourage and engage in sharing good practice.
- Develop strategies to encourage parents and carers to support their children's' learning.
- Ensure that the schools play a central role in both communities.

**Additional responsibilities relating to the Federation:**

- Prepare an ambitious review of the Federation's 'brokering capital' so that productive links may be made with other institutions.
- Ensure that these productive community links strongly supplement and underpin the learning and teaching of all learners within the Federation.
- Consideration to the needs of the differing communities in the local area.

**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

### Executive Headteacher

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
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• Teaching Qualification</li> <li>• Registered with the Education Workforce Council (EWC)</li> <li>• Appropriate degree/qualification NPQH</li> <li>• Higher degree of qualification or further professional qualification</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Production of original Qualification Certificates and application form.</p>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience of multi-building management</li> <li>• Evidence of successfully leading and managing a primary school, demonstrating a track record of school improvement</li> <li>• Excellent communication and interpersonal skills</li> <li>• A clear strategic vision and understanding of current education issues</li> <li>• A commitment to raising standards in education</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	<ul style="list-style-type: none"> <li>• An understanding of the needs of all children including the more able and talented and those with additional learning needs (ALN)</li> <li>• Has the ability to inspire, motivate and lead strong committed and talented teams</li> <li>• Clear philosophy of education</li> <li>• Clear view of strategic school development and staff development and welfare</li> <li>• Experience of working with the governing body to secure school improvement</li> <li>• Efficient use of resources and budget planning</li> <li>• Promoting effective classroom practice</li> <li>• Breadth of experience from more than one school and across the relevant age range</li> </ul>	<p>Yes</p> <p>Yes</p>	
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to prioritise plan and organise</li> </ul>		Interview, application form, reference and selection process.
	<ul style="list-style-type: none"> <li>• Ability to make appropriate decisions</li> </ul>		
	<ul style="list-style-type: none"> <li>• Excellent communication skills, oral and written</li> </ul>		

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	<ul style="list-style-type: none"> <li>• Ability to direct, co-ordinate and monitor the work of others</li> <li>• Ability to lead and work as part of a team</li> <li>• Ability to motivate all staff and all pupils to maximise their potential</li> <li>• Enthusiasm</li> <li>• Ability to be innovative and flexible</li> <li>• Reliability and integrity</li> <li>• Ability to self-evaluate</li> </ul>	Yes	