

JOB DESCRIPTIONS HEADTEACHER AND SITE MANAGER

1. Headteachers' Responsibilities

1.1 In circular 14/2006, the Assembly set out revised national standards for headteachers in Wales. It is noted that a headteacher's core role is to provide professional leadership and management for their schools. It also notes three basic principles of a headteacher's work:

- where learning is central;
- focus on leadership
- take a professional approach.

1.2 The document also expands on the basic principles through specifying six key fields for Headteachers and Information and Skills, Personal Attributes and Values and Professional Attributes are incorporated in every field and this then leads to actions.

The six key fields are:

- Creating a Strategy Direction:
- Provide leadership on Learning and Teaching:
- Development and working with others:
- Running the School:
- Ensuring Accountability:
- Strengthening Community focus:

1.3 The last of these is of particular relevance to Gwynedd and within the context of developing schools which concentrate on their communities. One of the main aims of headship is leading on curricular, community and language issues in their catchment-areas. That would include providing leadership on primary pupils' well being and rights and provide them opportunities to jointly plan community-based activities and more broadly-based services for children in their areas.

2. Responsibilities of Headteacher and Site Manager at a Federal School

2.1 A school headteacher's basic duties are outlined in the Teachers Salary and Conditions of Service Document which is annually published. These responsibilities apply to every headteacher including a headteacher at a federal school. The responsibilities comprise

deciding which duties are suitable and appropriate to delegate to other staff members and at a federal school, this will obviously include delegating to site managers. The headteacher and site managers will form a management team for the federal school and this will be an important element of the professional development of individuals who wish to develop a career as headteachers in due course. The delegated tasks will provide several experiences which will apply to those following an NPQH course.

2.2 Professional responsibilities of Headteachers which are listed in this document may be summarised as follows:

- Prepare the school's aims and objectives and policies for implementation;
- Contribute towards the selection and appointment of teaching staff and the school's support staff;
- Responsibility for managing school staff including to what extent a headteacher's duties may be delegated to a deputy headteacher or assistant headteacher.
- Maintain contacts with unions who represent school staff,
- Set, organize and implement an appropriate school curriculum,
- Continually review the school's work and arrangements,
- Assess learning and teaching standards at the school and ensure that standards of appropriate professional performance are established and maintained,
- Ensure that suitable and appropriate arrangements are made to assess performance, training, staff development and induction;
- Undertake relevant assessments for teachers who submitted threshold applications;
- Ensure that there are appropriate arrangements to monitor and record pupils' development at the school,
- Establish and ensure that a policy is implemented for pupils' well-being,
- Establish suitable disciplinary arrangements and ensure that those arrangements are implemented,
- Ensure that there are appropriate arrangements so as to provide parents with relevant information,
- Promote an effective relationship with individuals and external bodies,
- Advise and assist the school's governing body to fulfil their duties including attending governors' meetings and providing reports for it;
- Ensure that there are arrangements in place to contact and co-operate with LEA officers including providing reports as and when required,
- Contact other schools with whom the school has links,
- Allocate, manage and calculate the financial and material resources that are under the headteacher's control,
- Ensure that there are arrangements in place for the safety and care of the school's premises and their contents, ensuring that any maintenance requirements or defects are reported to the LEA,
- Make arrangements for a deputy or other appropriate individual to undertake responsibilities in his/her absence,
- Undertake, as is appropriate taking into account his lead responsibilities and other duties, teaching duties.

2.3 A feature of a federal school is that the headteacher will never be constantly present on any one site. Consequently, the post of site manager will ensure that competent individuals are recognised to deal with daily managerial issues on federal school sites. This will be key to ensuring that the headteacher can focus on the leadership responsibilities associated with being a head. The site managers' exact responsibilities will be determined by the

headteacher and the Governing Body, taking into account that the site manager will be responsible for a class. It is envisaged that the responsibilities will be based on the following:

2.3.1 Site Manager's Responsibilities

- Handle enquiries from parents,
- Respond to enquiries by visitors to the site,
- Deal with daily issues involving the well-being and safety of children and staff on the site including accidents,
- Handle telephone calls, post and e-mail sorting those issues which need to be referred to the headteacher,
- Ensure, and provide leadership when required on relevant arrangements for morning assemblies and any other arrangements where children assemble during the day,
- Implement appropriate child supervision arrangements before and after school, during play time and during the dinner hour,
- Responsibility for finding short-term supply teachers and providing professional guidance for them whilst they are on the site,
- Hold risk assessments and monitor their implementation as and when appropriate,
- Co-ordinate appropriate arrangements with Gwynedd Provider Services and serve as point of contact for services they provide on the site such as catering, cleaning, caretaking duties and grounds maintenance;
- Co-ordinate arrangements with the property services.

2.3.2 Responsibilities as a Management Team Member

- Managerial responsibilities such as for curricular field/fields and/or a key stage,
 - Relevant responsibilities within the school's performance management arrangements,
 - Have a mentoring role as regards NQT,
 - Contribute as a management team member towards developing the school's managerial curriculum and policies contributing towards preparing the SDP as and when required.
-