**ARGOED HIGH SCHOOL – POST OF HEAD TEACHER**

**JOB DESCRIPTION**

JOB PURPOSE

To lead, motivate, support, challenge and develop staff. To work with Governors to develop strategies for the school and community which will secure effective teaching and learning throughout the school. To manage the school effectively and efficiently in the best interests of pupils.

MAIN DUTIES

1. To ensure the care and well-being of all pupils, physically, emotionally and academically, thereby enabling each pupil to achieve to his or her own highest potential.
2. To encourage among the pupils, self-discipline, regard for authority and respect for others, thereby securing standards of behaviour that support the necessary standards for teaching and learning.
3. To promote the ethos of continuous improvement and the raising of pupil achievement, in the context of an open admissions policy and a commitment to full access to public examinations.
4. To lead, co-ordinate and motivate all staff to the highest possible levels of performance; to be responsible for the implementation of the Government’s Performance Management arrangements.
5. To ensure the planning and delivery of a broad and balanced educational experience, incorporating the requirements of the National Curriculum and other education legislation specific to Wales.
6. To advise, assist and support the Governing Body in the exercise of its functions, including those relating to the financial management of the school.
7. In consultation with the Governing Body, staff and parents, to maintain, review and update, as required, the overall aims and objectives of the school and to implement policies for their delivery.
8. To maintain and develop positive links with parents, the local community and with business.
9. To promote and further develop the existing good relationships with feeder primary schools, the Local Authority and other support agencies.
10. To ensure the provision of a safe, well maintained and attractive school environment.
11. To make a positive contribution to the current debate about education developments in Flintshire and Wales.
12. Undertake the professional duties of a Head Teacher per the requirements of the School Teachers’ Pay and Conditions document.