

Job Description for Headteachers Gayhurst Community School

Conditions of Employment of Head Teachers

[copied from School Teachers' Pay and Conditions Document 2009]

Overriding requirements

54.1 A head teacher's professional duties must be carried out in accordance with and subject to–

- (a) the provisions of the Education Acts;
- (b) any orders and regulations having effect under the Education Acts;
- (c) the instrument of government of the head teacher's school;
- (d) where the school is a voluntary, foundation or foundation special school, any trust deed that applies to the school;
- (e) any scheme prepared or maintained by the authority under section 48 of the School Standards and Framework Act 1998⁽⁷⁹⁾.

54.2 A head teacher's duties must be carried out in accordance with and subject to the following (to the extent to which they are not inconsistent with paragraphs 55 to 61)–

- (a) in the case of a school which has a delegated budget–
 - (i) any rules, regulations or policies laid down by the governing body for which they are responsible under their powers as derived from the Education Acts; and
 - (ii) any rules, regulations or policies laid down by the authority with respect to matters for which the governing body is not so responsible;
- (b) in any other case, any rules, regulations or policies laid down by the head teacher's employers; and
- (c) the terms of the head teacher's appointment.

54.3 In carrying out the head teacher's professional duties, including in particular those under paragraph 57.4.1, a head teacher must have regard to the desirability of teachers at the school being able to achieve a satisfactory balance between the time required to discharge their professional duties including in particular, in the case of teachers to whom

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paragraph 74 applies, their duties under paragraph 74.13 and the time required to pursue their personal interests outside work.

General functions

- 55 Subject to paragraph 54.1, a head teacher is responsible for the leadership, internal organisation, management and control of the school.

Consultation

56. In carrying out the head teacher's duties consultation must be carried out by the head teacher, where this is appropriate, with the authority, the governing body, the staff of the school and the parents of its pupils.

Professional duties

- 57.1 The professional duties of a head teacher include–

School aims

- 57.2 formulating the overall aims and objectives of the school and policies for their implementation;

Appointment of staff

- 57.3 participating in the selection and appointment of the teaching and support staff of the school;

Management of staff

- 57.4.1 deploying and managing all teaching and support staff of the school and allocating particular duties to them (including such duties of the head teacher as may properly be delegated to a deputy head teacher, assistant head teacher or other member of the staff) in a manner consistent with their conditions of employment, having regard to the nature and extent of their management responsibilities, and maintaining a reasonable balance for each teacher between work carried out in school and work carried out elsewhere;

- 57.4.2 considering in particular in relation to such allocation of duties how far the duties of the head teacher may be delegated to any deputy head teacher or assistant head teacher;

- 57.4.3 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

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(b) in the preliminary stage;

57.4.4 ensuring that –

(a) there is in place a clear policy and robust system that does not require teachers to provide cover other than rarely. This would be expected to deal with all foreseeable events and should take into account the school's historic patterns of absence. The system would not be expected to deal with events that are not foreseeable.

(b) the provision of cover for the person who has been timetabled to take a particular class or group is shared equitably among all teachers in the school (including the head teacher), taking account of their teaching and other duties and of the need to ensure that teachers and the head teacher may be required to cover only rarely, in the case of circumstances that are not foreseeable;

57.4.5 ensuring that teachers at the school receive information they need in order to carry out their professional duties effectively;

57.4.6 enabling advanced skills teachers to fulfil their outreach duties under paragraph 65.2 by taking reasonable steps to arrange or permit such work–

(a) in the case of such teachers at the school, at the school or elsewhere;
and

(b) in the case of such teachers from other schools working with teachers from the school, at the school or elsewhere;

57.4.7 reporting to the chair of governors annually on the professional development of all teachers at the school;

57.4.8 advising the governing body on the adoption of effective procedures to deal with incompetent teachers;

57.4.9 keeping the governing body informed of the general operation of such procedures; and

57.4.10 advising the governing body on the formulation and adoption of their pay policy in accordance with paragraph 3;

Liaison with staff unions and associations

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57.5 maintaining relationships with organisations representing teachers and other persons on the staff of the school;

Curriculum

57.6.1 determining, organising and implementing an appropriate curriculum for the school, having regard to the needs, experience, interests, aptitudes and stage of development of the pupils and the resources available to the school; and the head teacher's duty under section 69 of the School Standards and Framework Act 1998⁽⁸⁰⁾ and section 79(3) of the Act;

57.6.2 securing that all pupils in attendance at the school take part in daily collective worship in accordance with section 70 of the School Standards and Framework Act 1998;

Review

57.7 keeping under review the work and organisation of the school;

Standards of teaching and learning

57.8 evaluating the standards of teaching and learning in the school, and ensuring that proper standards of professional performance are established and maintained;

Appraisal or review of performance, training, development and induction of staff

57.9.1 supervising and participating in arrangements made in accordance with the 2002 Regulations or the 2006 Regulations for the appraisal or review of the performance of teachers in the school; participating in arrangements made for the appraisal or review of the head teacher's performance, and that of other head teachers who are the responsibility of the same appraising or reviewing body in accordance with such regulations; participating in the identification of areas in which the head teacher would benefit from further training and undergoing such training;

57.9.2 ensuring that all staff in the school have access to advice, training and developmental opportunities appropriate to their needs, including needs identified in statements of objectives or in appraisal statements, where teachers are subject to the 2002 Regulations, or in planning and review statements, where teachers are subject to the 2006 Regulations, in accordance with the policies of the maintaining authority and governing body;

57.9.3 ensuring that newly-qualified teachers and those returning to teaching after a break in service have access to adequate support in their first year of service or resumed service;

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57.9.4 being responsible for the supervision and training of teachers during their induction periods in accordance with the Induction Regulations, and making a recommendation at the end of such induction periods as to whether such teachers have met the prescribed induction standards as required by those Regulations;

57.9.5 ensuring that teachers serving induction periods under the Induction Regulations do not teach for more than 90% of the time that a teacher at that school who does not receive payments in respect of additional duties or responsibilities would be expected to teach;

Threshold assessment

57.10.1 deciding whether a teacher at the school who applies for a post-threshold teacher assessment under paragraph 20 meets the core standards and, where so satisfied, assessing whether that teacher has met the post-threshold teacher standards throughout the relevant period;

57.10.2 where not satisfied that the teacher meets the core standards or, having gone on to assess the teacher against the post-threshold teacher standards, deciding that the teacher has not met the post-threshold teacher standards throughout the relevant period, explaining to the teacher the reasons for such decision and giving advice about those aspects of the teacher's performance which must be improved in order to meet those standards;

57.10.3 the professional duties of a head teacher under this sub-paragraph must not be delegated to a deputy or assistant head teacher, although pursuant to paragraph 62.4 they may be exercised by a deputy head teacher in the head teacher's absence from the school;

Advanced skills teacher and excellent teacher assessment

57.11.1 deciding, in connection with an application by a teacher at the school for assessment against the relevant standards set out in Annex 1, that the teacher meets the standards which apply to any person on the same pay scale or pay spine as the applicant or, where the applicant is an excellent teacher, any person on an excellent teacher's salary and, where not so satisfied, explaining to the teacher the reasons for such decision and giving advice about the aspects of the teacher's performance which must be improved in order to meet those standards;

57.11.2 providing, in connection with an application for an assessment by an assessor against the relevant standards set out in Annex 1 by a teacher at the school or a teacher who was previously employed at the school–

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(a) such documents, other information and assistance as may reasonably be requested by the teacher; and

(b) such assistance as may reasonably be requested by the assessor;

57.11.3 the professional duties of a head teacher under this sub-paragraph must not be delegated to a deputy or assistant head teacher, although, pursuant to paragraph

62.4, they may be exercised by a deputy head teacher in the head teacher's absence from the school.

Management information

57.12 providing information about the work and performance of the staff employed at the school where this is relevant to their future employment;

Pupil progress

57.13 ensuring that the progress of the pupils of the school is monitored and recorded;

Pastoral care

57.14 determining and ensuring the implementation of a policy for the pastoral care of the pupils;

Discipline

57.15.1 determining, in accordance with any written statement of general principles provided by the governing body, measures to be taken with a view to promoting, among the pupils, self-discipline and proper regard for authority, encouraging good behaviour on the part of the pupils, securing that the standard of behaviour of the pupils is acceptable and otherwise regulating the conduct of the pupils; making such measures generally known within the school, and ensuring that they are implemented; and

57.15.2 ensuring the maintenance of good order and discipline at all times during the school day (including the midday break) when pupils are present on the school premises and whenever the pupils are engaged in authorised school activities, whether on the school premises or elsewhere;

Relations with parents

57.16 making arrangements for parents to be given regular information about the school curriculum, the progress of their children and other matters affecting the school, so as to promote common understanding of its aims;

Relations with other bodies

57.17 promoting effective relationships with persons and bodies outside the school;

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Relations with the governing body

57.18 advising and assisting the governing body of the school in the exercise of their functions, including (without prejudice to any rights the head teacher may have as a governor of the school) attending meetings of the governing body and making such reports to them in connection with the discharge of the head teacher's functions as they may properly require either on a regular basis or from time to time;

Relations with the authority

57.19 providing for liaison and co-operation with the officers of the maintaining authority; making such reports to the authority in connection with the discharge of the head teacher's functions as they may properly require, either on a regular basis or from time to time;

Relations with other educational establishments

57.20 liaising with other schools and further education establishments with which the school has a relationship;

Resources

57.21 allocating, controlling and accounting for those financial and material resources of the school which are under the control of the head teacher;

Premises

57.22 making arrangements, if so required by the authority or the governing body (as appropriate), for the security and effective supervision of the school buildings and their contents and of the school grounds; and ensuring (if so required) that any lack of maintenance is promptly reported to the authority or, if appropriate, the governing body;

Absence

57.23 arranging for a deputy head teacher or other suitable person to assume responsibility for the discharge of the head teacher's functions during the absence of the head teacher from the school;

Teaching

57.24 participating, to such extent as may be appropriate having regard to the head teacher's leadership and other functions and duties, in the teaching of pupils at the school, including the provision of cover but to no greater extent than a teacher to whom paragraph 72.9.2 applies.

Dedicated headship time

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58. A head teacher is entitled to a reasonable amount of time during school sessions, having regard to any teaching responsibilities, for the purpose of discharging leadership and management responsibilities.

Guaranteed planning and preparation time

59. A head teacher who participates in the teaching of pupils at the school has the same entitlement to planning and preparation time as a deputy or assistant head teacher has under paragraph 63 (treating the reference in that paragraph to “timetabled teaching time” as a reference to the aggregate period of time in the school timetable during which the head teacher is assigned to teach pupils).

Daily break

60. A head teacher is entitled to a break of reasonable length in the course of each school day, and must arrange for a suitable person to assume responsibility for the discharge of the head teacher’s functions during that break.

Working days

61. No head teacher may be required to work any Saturday, Sunday or public holiday unless their contract of employment expressly provides for this.

Professional duties

- 62.1 A person appointed as a deputy or assistant head teacher in a school, in addition to carrying out the professional duties of a teacher other than a head teacher (as described in Part 12) including those duties particularly assigned by the head teacher, must–
- 62.2 play a major role under the overall direction of the head teacher in–
- (a) formulating the aims and objectives of the school;
 - (b) establishing the policies through which they are to be achieved;
 - (c) managing staff and resources to that end; and
 - (d) monitoring progress towards their achievement;
- 62.3 undertake any professional duties of the head teacher reasonably delegated by the head teacher;

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- 62.4 in the case of a deputy head teacher only, undertake to the extent required by the head teacher or the relevant body or, in the case of a foundation, voluntary aided or foundation special school, the governing body, the professional duties of the head teacher in the event of the absence of the head teacher from the school; and
- 62.5 be entitled to a break of reasonable length as near to the middle of each school day as is reasonably practicable.

Guaranteed planning and preparation time

- 63.1 A deputy head teacher or an assistant head teacher is entitled to reasonable periods of time (“PPA time”) to enable the discharge of duties under paragraphs 72.1.1, 72.1.3 and 72.3.
- 63.2 PPA time must amount to not less than 10% of the deputy or assistant head teacher’s timetabled teaching time (and for this purpose “timetabled teaching time”, in relation to a deputy or assistant head teacher, means the aggregate period of time in the school timetable during which the deputy or assistant head teacher has been assigned by the head teacher in the school timetable to teach pupils).
- 63.3 PPA time must be provided in units of not less than half an hour during those parts of the school timetable in which pupils are taught the core and other foundation subjects or religious education.
- 63.4 No deputy or assistant head teacher may be required to carry out any other duties, including the provision of cover in accordance with paragraph 72.9, during PPA time.

Working days

64. No deputy or assistant head teacher may be required to work on any Saturday, Sunday or public holiday unless their contract of employment expressly provides for this.