ORKNEY
ISLANDS COUNCIL

1.	**Service**	Education, Leisure and Housing
2.	**Area/Function**	Education - Schools
3.	**Job Title**	Head Teacher
4.	**Location**	Secondary, Junior Secondary and larger Primary Schools
5.	**Reporting To**	Head of Service (Education)
6.	**Grade**	Relevant point on the Head Teacher/Depute Head Teacher scale of the SNCT Salary Tables, plus Distant Islands Allowance, as stated in advert.

7. Job Purpose

The role of the Head Teacher is to promote high quality learning and teaching to secure improved educational outcomes for the benefit of pupils and the community, under the direction of the local Council. Head Teachers have a corporate responsibility to contribute to an agenda of ongoing improvement in their school and across their Council area.

8. Job Specific Duties and Responsibilities

Provide leadership, good management and strategic direction to the school.

Promote high expectations and standards through the provision of professional advice, reviewing professional needs and performance, and supporting continuous professional development of colleagues.

Take responsibility for providing strategic leadership for curriculum development, learning and teaching and meeting learners' needs.

Take overall responsibility for improvement planning and quality assurance.

Act as adviser to the Parent Council and participate in the selection and appointment of the staff of the school.

Work in partnership with parents, other professionals, agencies and other schools.

Take overall responsibility for the management of health, safety and well-being.

You are required, as a term of your employment, to undertake such other duties commensurate with the grade of post and hours of work as may reasonably be required.

Where a class teaching commitment is included in the remit of a head teacher, its extent will be determined by the council on the basis of an assessment of the management content of the post.

In carrying out the duties listed above you will be required to act in accordance with prevailing management policies and as directed by the Education Authority.

Changes in school rolls or in national or Education Authority policies may necessitate change in staffing arrangements, and the Education Authority reserves the right to transfer teachers, subject to prior consultation.

The Education Authority also reserves the right to ask you to teach in any subject area in which you are qualified.

9. General Duties and Responsibilities

Responsibility for Employees

Line management of staff and ensuring fair and consistent application of the Council HR Policies and Procedures.

Financial Resources

Authorising orders and invoices from an agreed budget. Budget holder for section/service. Contributing to setting and monitoring budgets. Being accountable for monitoring expenditure.

Information Systems

The post holder will be required to use a range of computer packages, including Microsoft Office, e-mail and similar related software.

Working Environment

The post holder will predominately be office based/based indoors.

Communication

The post holder will be required to deal with parents, pupils, external agencies, service senior management, external bodies and other professionals.

10. Corporate Responsibilities

As an employee of Orkney Islands Council, the postholder is required to:

Observe the Council's policies with regard to the data protection and confidentiality of information.

Observe the Council's Health and Safety and Risk Management policies particularly in relation to being a VDU operator.

Be aware and adhere to the Council's policy on Equality and Diversity.

Undertake any training as necessary to carry out the duties of the post.

Participate in the Employee Review and Development Scheme as appropriate.

Undertake any other work as required up to and commensurate with the grade for the post.

The post holder may be called upon to support the response required to an emergency in line with the Civil Contingencies Act 2004.

11. Criminal Records Checks

☐ This post <u>does not</u> require a check on criminal conviction history

☒ Under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015 you are required to disclose all criminal convictions from the 'offences which must always be disclosed' list and non-spent convictions from the 'offences which are to be disclosed subject to rules' list.

☐ This post requires a satisfactory Basic Police Act Disclosure check.

☐ This post requires a satisfactory Standard Police Act Disclosure check.

☐ This post requires a satisfactory Enhanced Police Act Disclosure check.

☒ This post requires PVG Scheme membership in respect of regulated work with Children.

☐ This post requires PVG Scheme membership in respect of regulated work with Adults.

12. Significant/Regular Demands Associated with the Role (please tick) ✓ where relevant

Task	Relevant	Task	Relevant
Driving (Car/Van)		Exposure to Excessive noise	
Driving (HGV/PCV)		Use of vibrating tools	
Display screen use	✓	Contact with skin irritants	
Food handling		Contact with lung irritants	
Lone working		Work involving strenuous effort	
Shift working		Working at height	
Night working		Working in static/awkward positions	
Working with people requiring physical assistance		Working in confined spaces	
Working with people with challenging behaviour		Sea going post	
Working with vulnerable adults		Wearing breathing apparatus	
Working with children	✓	Working in close proximity to traffic	
Administration of prescribed medication		Other (please specify)	

13. Politically Restricted Post ☐ Yes ☒ No

This post is classed as a politically restricted post under the provisions of the Local Government and Housing Act 1989.

14. Contractually Required Professional Registration

Holding, maintaining and evidencing as requested registration with the identified professional body /organisation is a contractual requirement of working in this post. The specific level of registration required to be held is specified in the Person Specification under Qualification/Attainments.

☒ General Teaching Council for Scotland (GTCS)

☐ Scottish Social Services Council* (SSSC) * or other relevant professional accepted by the SSSC.

☐ The Law Society of Scotland

☐ The Chartered Institute of Personnel and Development (CIPD)

☐ Other, please specify below: _____

15. Allowances Payable

In accordance with SNCT Conditions of Service the following allowances are payable in respect of this post (please mark all that apply):

☒ Distant Island Allowance in line with rate agreed by SNCT.

☒ Remote Schools Allowance – higher level in line with rate agreed by SNCT payable in addition to Distant Islands Allowance where your normal place of work is either Hoy (North Walls), Shapinsay, Rousay, Stronsay, Sanday, Westray, Papa Westray or Eday.

16. Agreement of Job Description

Manager:	Claire Meakin Digitally signed by Claire Meakin Date: 2022.09.09 11:47:28 +01'00'
Human Resources:	Laura McLennan Digitally signed by Laura McLennan Date: 2022.08.30 14:05:45 +01'00'

17. Employee Acceptance of Job Description

Signature: …… Date: ……..

PERSON SPECIFICATION

Service: Education, Leisure and Housing	**Area: Education**		
Post Title: Head Teacher			
Factor	**Criteria**	**Essential/ Desirable**	**How Assessed**
Knowledge and Experience	Experience of working as a member of a school senior management team.	Essential	Application Form and/or Interview Process
	Experience of creating, communicating and delivery of a strategic vision.	Essential	Application Form and/or Interview Process
	Experience of inspirational and motivational leadership and management approach.	Essential	Application Form and/or Interview Process
	Experience of establishing, sustaining and enhancing a culture of Self-Evaluation.	Essential	Application Form and/or Interview Process
	Experience of effective communication skills with a range of audiences including pupils, communities, colleagues and senior managers.	Essential	Application Form and/or Interview Process
	Experience of successful working with a range of partners and agencies to meet the needs of learners.	Essential	Application Form and/or Interview Process
	Experience of managing and allocating human and financial resources effectively in line with identified strategic and operational priorities.	Essential	Application Form and/or Interview Process
	Experience of managing and leading staff development.	Essential	Application Form and/or Interview Process
	Experience of developing staff capability, capacity and leadership to support the culture and practice of learning.	Essential	Application Form and/or Interview Process
	Experience of ensuring consistent, high quality teaching and learning for all learners to ensure high standards of pupil achievement and attainment.	Essential	Application Form and/or Interview Process
	Experience of building and sustaining partnerships with learners, families and relevant partners to meet the identified needs of all learners.	Essential	Application Form and/or Interview Process
	Experience of managing innovation and change.	Essential	Application Form and/or Interview Process

	Experience of school management at Depute Head Teacher level.	Desirable	Application Form and/or Interview Process
	Experience of implementing and evaluating Curriculum for Excellence.	Desirable	Application Form and/or Interview Process
	Evidence of continued learning and development with an impact on learners.	Desirable	Application Form and/or Interview Process
	Experience of delivering high standards of pupil achievement and attainment.	Desirable	Application Form and/or Interview Process
	Ability to evidence knowledge and understanding of the professional role in island and community life.	Desirable	Application Form and/or Interview Process
Qualifications / Attainments	Degree or PGCE and Full General Teaching Council for Scotland registration.	Essential	Screening Question and Application From
	For new Head Teachers appointed from August 2020 only - Hold the Standard for Headship or, where this is not held, there is a requirement to achieve this qualification within 30 months of appointment. (Please note, where the Standard for Headship is not held, appointment to the post can only be on a temporary basis for a period of up to 30 months).	Essential	Screening Question and Application From
	Evidence of continued learning and development with an impact on learners.	Desirable	Application Form and/or Interview Process
Job Aptitudes	Commitment to developing professional knowledge and understanding.	Essential	Screening question
	Ability to demonstrate political insight.	Essential	Application Form and/or Interview Process
	Ability to demonstrate a commitment to social justice and integrity.	Essential	Application Form and/or Interview Process
	Ability to build trust and respect across teams and partnerships.	Essential	Application Form and/or Interview Process
	Ability to demonstrate a high level of professional commitment.	Essential	Application Form and/or Interview Process
	Experience in interpreting and managing contemporary developments in education policy, school and schooling.	Desirable	Application Form and/or Interview Process
Personal Requirements	Ability to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the Service.	Essential	Screening Question