

**THE HIGHLAND COUNCIL – EDUCATION AND LEARNING SERVICE
JOB SPECIFICATION**

Post	Depute Headteacher
Salary	To be determined through Job-sizing process
Location	Gairloch High School
Responsible to	Headteacher
Job Purpose	The role of the Depute Headteacher is to assist and, where necessary, to deputise for the Headteacher in the conduct of the school affairs. The outline duties for the Headteacher and Depute Headteacher are as described in SNCT Handbook, Part 2 Section 2.
Key Responsibilities	The Depute Headteacher shall be directly accountable to the Headteacher for the discharge of duties and for overall performance.
Generic duties of the post	• To act as a lead professional in the school supporting the Headteacher and as an officer of the local authority • To support the Headteacher in providing appropriate vision, leadership and direction to ensure high standards for all the children and young people in our care so they become successful learners, confident individuals, responsible citizens and effective contributors. • Supporting and contributing to the development of a collaborative learning experience • Play a lead role in the development of whole school policies and their subsequent implementation and evaluation within Highland Council's framework for improvement • Develop good relationships with external partners and stakeholders to promote the inclusive school in the community • Act as a role model and support the delivery of quality education to pupils in accordance with Highland and school policies • To effectively contribute to local authority initiatives in a leadership capacity • Support the health, safety and wellbeing of young people in the school
Specific Duties of the post	• Overall management of the curriculum – including Improvement Plan for BGE (S1-3) • Whole school timetable • Curricular development related to the attainment gap (improving attendance) • SQA Co-ordinator • Whole school ICT co-ordinator • Departmental link for Curricular Faculties • Wider Achievement awards • Probationer and Student Mentor • Year Head for 3 year groups (rolling each year) • Absence cover/supply arrangements • Self-evaluation and quality assurance
To promote the CPD of all staff and to ensure that all staff have an annual review of their developmental needs.	Within allocated areas of responsibility, the post holder will: • Have direct management responsibility for members of teaching and non-teaching staff, as agreed with the Headteacher • Be responsible for the Professional Review and Development of allocated staff. • Assist with selection and recruitment of staff
Allocation of Duties	The DHT will work under the direction of the Headteacher in accordance with the policies of the school, the Education and Learning Service and Highland Council. The Headteacher will determine specific areas of responsibility and management duties which may vary from time to time without making significant changes to the duties of the post or the level of responsibility entailed. Such variations are a common occurrence and would not normally justify re-job sizing. As a result of such variations, it may be necessary to update this job specification from time to time. If, following consultation and discussion with the Headteacher, the post holder is dissatisfied with any such variations, the post holder has the right to pursue the matter via the Council's Grievance Procedures.

Other duties	In addition, Depute Headteachers also have the duties and responsibilities of every teacher and a duty to carry out other such tasks and responsibilities as designated by the Headteacher within the terms of reference of the SNCT Handbook, Part 2 Section 2. All duties must be capable of being undertaken within contractual time, having regard to workload.
Date	January 2025