



Employment Package

Salary: £67,059 per annum

Distant Islands Allowance: £2,997 per annum

Weekly Working Hours: 35

Duration: Permanent



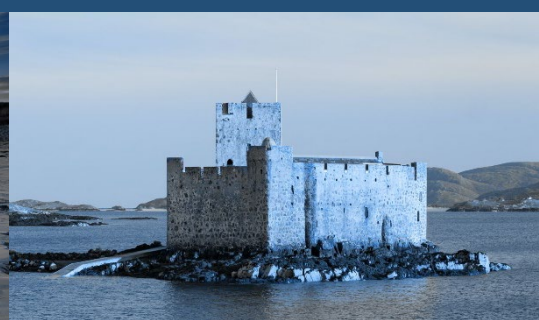
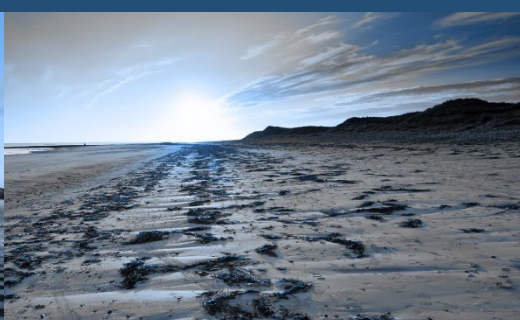
Depute Head Teacher Castlebay Secondary School

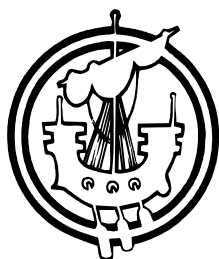
Employee Benefits

- 40 days annual leave per annum (Pro Rata)
- Scottish Teachers Pension Scheme
- Generous Maternity, Paternity and Sick pay benefits
- Comprehensive induction
- Employee Assistance Programme

Job Purpose

The role of the Depute Head teacher is to assist and where necessary, to deputise for the Headteacher in the conduct of the school's affairs. The Depute must work closely with the Headteacher in all aspects of school life, must be capable of making decisions in his/her absence, and will take a lead role in agreed assigned tasks related to the development priorities of the school.





COMHAIRLE NAN EILEAN SIAR

Job Description

Job Title:	Depute Head Teacher	Job Number:	1423
Department:	Education, Skills & Children's Services	Grade:	DHT2
Location:	Castlebay Secondary School	Date:	2026
Responsible To:	Chief Officer for Education & Children's Services; in the first instance to the Head Teacher		

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Depute Head Teacher

A Outline of DHT Duties

- Responsibility for the leadership, good management and strategic direction of the school.
- Responsibility for school policy for the behaviour management of pupils.
- The management of all staff, promoting high expectations and standards, reviewing professional needs and performance and supporting continued professional development of colleagues.
- Take responsibility for aspects of curriculum development, learning and teaching and meeting learners' needs.
- Take responsibility for aspects of improvement planning and quality assurance.
- The management and development of a bilingual curriculum in accordance with national and local priorities and policies.
- Acting as adviser to the Parent Council and to participate in the selection and appointment of staff to the school.
- Working in partnership with parents, other professionals, agencies and schools
- Management of the health and safety of all within the school premises.
- Ensuring compliance with the Comhairle's Non-Smoking at Work policy.
- Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency and effectiveness of the service.

The GTCS Standard for Headship is applicable to the fulfilment of these duties.

B Key Responsibility areas

Four key responsibility areas have been identified by SNCT for promoted posts, These are:

- Responsibility for the leadership, good management and strategic direction of colleagues.
- Responsibility for curriculum development and quality assurance
- Responsibility for whole school policy and implementation
- Responsibility for working with partners.

Duties applicable to these key responsibility areas are exemplified below and may be amended appropriately in accordance with the needs of the school and in order to progress local and national priorities.

Following consultation with the postholder, the Head of School will determine the Depute Headteacher's **specific areas of responsibility**, teaching commitment and senior management duties.

KEY AREA	DUTIES
Leadership, good management and strategic direction of colleagues, with reference to agreed areas of responsibility	• Deputise for the Head teacher as required. • Manage delegated operational aspects of the school. • Line manage allocated teaching and non-teaching staff, in a culture of collegiality, equality and fairness. • Assist in the appropriate implementation of all relevant conditions of service, including the monitoring of staff welfare. • Assist in the recruitment and selection of staff in the context of national legislation and local policies. • Manage the effective strategic and operational use of allocated budgets. • Provide professional advice, support and guidance to staff • Ensure the health and safety of all staff, pupils and visitors to the school.
Curriculum development and quality assurance, with reference to agreed areas of responsibility.	• Contribute to the implementation of the school's vision, taking account of the values, heritage and culture of its community. • Contribute to the development of an enhanced curriculum in accordance with local and national policies and initiatives. • Participate in quality improvement procedures, including the systematic monitoring and evaluation of teaching and learning. • Ensure that the school operates within a culture of respect, good behaviour and high expectations. • Demonstrate commitment to continuous improvement through self-evaluation and improvement planning. • Disseminate good practice in teaching and learning.
Whole school policy and implementation with reference to agreed areas of responsibility	• Contribute to the development and implementation of policies related to Learning and Teaching. • Contribute to the development and implementation of policy on pupil assessment and attainment. • Contribute to the development and implementation of policy on pastoral care, pupil welfare and support. • Contribute to the development and implementation of policy on behaviour management of pupils online. • Ensure the implementation of the Comhairle Gaelic policy. • Ensure the implementation of the Comhairle policy on inclusion.
Working with partners within agreed areas of responsibility.	• Develop and sustain positive partnerships with parents/carers, pupils, other schools, services and other agencies. • Work with other education providers to enhance the educational opportunities of pupils. • Establish and maintain effective communication among staff, with the parent body and the wider community. • Ensure effective consultation with staff, pupils, parents/carers. • Liaise, as appropriate, with other services of the Comhairle and other relevant external agencies. • Participate in the development of authority-wide initiatives, as required.

C Teaching Duties

The post of Depute Head teacher includes a teaching commitment, with duties as outlined in the LNCT agreement on Job Descriptions. The GTCS Standard for Full Registration is applicable to the fulfilment of teaching duties.



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Person Specification

THIS FORM LISTS THE ESSENTIAL AND DESIRABLE CRITERIA REQUIRED. APPLICANTS WILL BE LEETED ON THE BASIS OF MEETING THE CRITERIA. PLEASE ENSURE YOU COMPLETE YOUR APPLICATION FORM CONSIDERING THE CRITERIA BELOW.

POST TITLE: Depute Head Teacher

POST NUMBER: 1423

CRITERIA		ESSENTIAL		DESIRABLE
Knowledge	E1	Understanding of current developments and initiatives in Scottish education.		
	E2	Familiarity with the delivery of the secondary curriculum		
	E3	Understanding of the school development planning process and its application.		
	E4	Familiarity with current developments in teaching methodology and resources.		
Skills and Abilities	E5	Experience in motivating, working with and leading pupils, staff and parents, promoting a team approach.		
	E6	A consultative approach in managing people.		
	E7	Good communication and interpersonal skills, with staff, pupils, parents and external agencies.		
	E8	Effectiveness in curriculum development and policy planning.		
	E9	Effectiveness in handling difficult situations with diplomacy, sensitivity and discretion.		
	E10	Efficiency in organisational and administrative matters, including ability to meet deadlines.		
	E11	Effectiveness in the teaching and learning situation.		
	E12	Effectiveness in the promotion of positive behaviour.		
Education and Experience	E13	University Degree and Certification from a Teacher Education Institution or College Diploma for Teaching.	D1	Professional development activities undertaken in generic issues.
	E14	Experience in a promoted post at Principal Teacher level or above, in a school.	D2	Fluency in Gaelic
Other Factors	E15	GTC Registration.		
	E16	Understanding of the circumstances and needs of a rural community.		
	E17	A positive attitude to the operation of the Comhairle's bilingual policy.		