

Job Description

Job Title	Head Teacher
Level	Head Teacher Spine
Service	Education
Job Purpose	To conduct the affairs of the school to the benefit of the pupils and the community it serves, through pursuing objectives and implementing policies set by the Council under the overall direction of the Director of Education.

Principal Accountabilities:

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.

The duties of the Head Teacher are to:

- (a) provide leadership, good management and strategic direction to the school;
- (b) promote high expectations and standards through the provision of professional advice, reviewing professional needs and performance, and supporting continuous professional development of colleagues;
- (c) take responsibility for providing strategic leadership for curriculum development, learning and teaching and meeting learners' needs;
- (d) take overall responsibility for improvement planning and quality assurance;
- (e) act as adviser to the Parent Council and to participate in the selection and appointment of the staff of the school;
- (f) work in partnership with parents, other professionals, agencies and other schools;
- (g) take overall responsibility for the management of health, safety and well-being;
- (h) promote equality of opportunity and ensure a commitment to inclusive education and recognise and respect the views of young people;
- (i) promoting and safeguarding the health, welfare and safety of young people in school.

All teachers must have an understanding of the GTCS Standards for Full Registration which are available from the GTCS website at [Document > The Standard for Full Registration \(gtcs.org.uk\)](https://www.gtcs.org.uk/Document%20The%20Standard%20for%20Full%20Registration) and [Leadership and the Professional Standards \(gtcs.org.uk\)](https://www.gtcs.org.uk/Leadership%20and%20the%20Professional%20Standards)

PVG:

In terms of the Protection of Vulnerable Groups (Scotland) Act 2007, this post is designated as Regulated Work. Consequently, in order to undertake the duties of this post, you must hold membership of the Protecting Vulnerable Groups (PVG) Scheme.

If you are charged with any offence or are involved in any activity which may have implications for your membership of the PVG Scheme, you must immediately notify your Line Manager.

Person Specification:

Category	Essential	Desirable
Qualification and Registration	• Full GTCS Registration • *Standard for Headship • Required to join the PVG scheme for this type of regulated work • Roman Catholic approval is required for posts based at Denominational schools	• Evidence of further study • Other relevant qualifications
Experience	• Experience in a promoted post • Management experience with curricular remit	• Experience at a senior level at national or local authority level • Experience of managing additional support needs
Professional Values and Personal Commitment	• Commitment to the continuing development of teams and individuals • Commitment to social justice and inclusion • Evidence of self- evaluation and self-reflection • Evidence of continuous professional development	• Commitment to promoting policies, practices and initiatives relating to education and people management • Evidence of developing others
Strategic Vision	• Ability to lead, manage and give strategic direction to employees • Commitment to actively develop and promote the ethos of the school	• Ability to communicate a strategic vision which empowers the school community • Evidence of using research and current information to develop a position or stance
Professional Knowledge and Understanding	• Awareness of current trends, practices and initiatives in education • Awareness of policies and practices relating to education and people management • Awareness and understanding of Parental Involvement legislation	• Experience in leading curricular development at whole school, local authority or national level • Experience of leading groups at local or national level

Interpersonal Skills and Abilities	• The ability to manage people through effective communication skills, both verbal and written with a solution focused approach, well developed motivation skills and ICT skills • Well developed interpersonal and decision making skills • Political and social awareness • Ability to respond sensitively and appropriately to challenging situations • Ability to promote good order and discipline	• Negotiating skills • Effective team builder
Professional Actions	• Promote, support and maintain continuous development • Experience of leading innovation including curricular framework e.g. Curriculum for Excellence • Experiences in managing the curriculum and other resources • Committed to developing and promoting strong positive partnerships with parents	• Experience of leading initiatives at school level or beyond • Responsibility for managing a budget • Experience of working with a range of partners • Participation and initiative in team ventures including interagency working

* From August 2020, the standard for headship awarded by GTCs requires that all teachers appointed to their first permanent Head Teacher post in a local authority or grant-aided school hold the Standard for Headship.