

JOB OUTLINE	
JOB TITLE: Depute Head Teacher	JET CODE:
DIVISION: Education and Children's Services	
SERVICE/BUSINESS UNIT: Letham Mains Primary School	
REPORTING TO: Head Teacher	
RESPONSIBLE FOR: All staff in school	
JOB PURPOSE: As an experienced and innovative practitioner, take a lead role in curricular development and assist in the leadership of all aspects of school life.	
MAIN DUTIES: • Responsible for overseeing specific elements of the School Development Plan. • As part of the Management Team, deputise for the Head Teacher as required in the overall management of the school with shared responsibility for developing and evaluating learning and teaching. • Responsibility for the general pastoral care of pupils throughout the school. • Assist in supporting teachers in forward planning and monitoring and tracking pupils' progress. Evaluating learning and teaching. • Assist in staff development, including Professional Review and Development and leading CLPL sessions as required. • Support student placements. • Assist in the overall administration of the school. • Assist in the development and implementation of school procedures for assessment reporting and moderation. • Contribute to the production and implementation of the School Development Plan. • Assist in the co-ordination and ordering of resources. • Encourage positive attitudes and behaviour throughout the school. • Lead in the promotion of partnership working with partners and the wider community. • Assist in the organisation of whole school activities, e.g. Assemblies, specialist timetabling and outside visits. • Liaise with external agencies, as required. • Provide relief for class teachers, as required, to ensure service continuity and provide professional development. • Provide cover for class teachers in their absence. • Supervise lunch arrangement, as necessary. □ Organise visitors to the school, as required. • Any other appropriate duties, as requested by Management, commensurate with the grade for the post.	

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

Current GTCS Registration. Teaching qualification in Primary Education.

Disclosure Scotland:

This role requires **PVG clearance** for regulated work with children and/or protected adults. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

Scottish Social Services Council:

None.

PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	Current GTCS registration. Evidence of a strong commitment to Career Long Professional Learning (CLPL)	Management experience or training Additional formal qualifications in an educational field
Previous Experience (Paid & Voluntary Work)	Range of teaching experience. Experience in a lead role developing and implementing school policies. Experience of working with children and families with a range of Additional Support Needs. Ability to demonstrate a commitment to the wider life of the school. Awareness of current educational thinking and experience of innovative teaching and learning styles. Experience of: - Managing Teams - Areas of whole school responsibility Experience of supporting new staff, NQT's and students.	Experience in delivering staff development, including In-Service sessions Experience of planning for children with Additional Support Needs. Experience of dealing with parents and agencies.
Knowledge/ Skills /Competencies	Knowledge and experience of monitoring learning and teaching to enhance pupil experience, achievement and attainment. Ability to support teachers in maintaining discipline, delivering a curriculum for excellence and providing a safe environment for all pupils. Effective verbal and written communication skills.	An interest in the wider life of the school as part of the community. Proven experience of resource management. An understanding of the transition process

	Effective organisational and time management skills.	in both early and upper school. An ability to promote the school and act as a key spokesperson on behalf of the school. To have a high level of ICT skills and experience of leading cutting edge practices in the classroom.
Personal Qualities	An enthusiasm for carrying the school forward. A commitment to sustaining a positive ethos for school staff, pupils and parents/carers. Strong leadership skills. Ability to be creative. Ability to prioritise a varied workload. Ability to use own initiative. Ability to work under pressure and meet deadlines. Ability to work flexibly as part of a team. Ability to develop effective relationships with stakeholders. Ability to maintain confidentiality relating sensitive or personal matters.	
Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen	

	We work Together	
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