

Employment Package

Salary: £71,820 per annum

Distant Islands Allowance: £2,997 per annum

Weekly Working Hours: *35*

Duration: Permanent

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

We are a Living Wage Employer

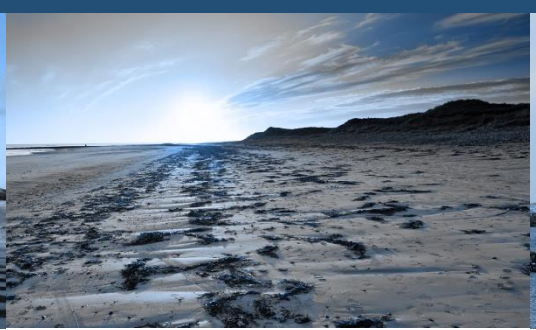
Head of School

Balivanich Primary School

Job Purpose

The role of the Head of School is to undertake the day-to-day operational management of the school and deputise for the Executive Headteacher where necessary in the conduct of the school's affairs. The Head of School will supervise other Senior Managers in the school and ensure that the School Improvement Plan is implemented as directed by the Executive Headteacher. The Head of School will work closely with the Executive Headteacher and other Senior Managers in providing school leadership and encouraging collaboration between staff in raising attainment, promoting inclusion and providing opportunities for wider achievement for pupils.







COMHAIRLE NAN EILEAN SIAR

Job Description

Job Title:	Head of School	**Job Number:**	1368
Department:	Education & Children's Services	**Grade:**	HT4
Location:	Balivanich Primary School	**Date:**	2026
Responsible To:	Chief Officer for Education & Children's Services; in the first instance to the Area Executive Head Teacher		

Job Purpose

The role of the Head of School is to undertake the day-to-day operational management of the school and deputise for the Executive Headteacher where necessary in the conduct of the school's affairs. The Head of School will supervise other Senior Managers in the school and ensure that the School Improvement Plan is implemented as directed by the Executive Headteacher. The Head of School will work closely with the Executive Headteacher and other Senior Managers in providing school leadership and encouraging collaboration between staff in raising attainment, promoting inclusion and providing opportunities for wider achievement for pupils.

Head of School

A Duties

In relation to the role of Executive Head Teacher, the duties allocated to the post of Head of School are:

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

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.

KEY AREA	DUTIES
Leadership, good management and strategic direction of colleagues, with reference to agreed areas of responsibility	• Support the Executive Head Teacher to provide strategic leadership for the school. • Deputise for the Executive Head teacher as required. • Manage delegated operational aspects of the school. • Line manage 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.	• Lead on the implementation of the school's vision, taking account of the values, heritage and culture of its community. • Lead on the development of a bilingual curriculum in accordance with local and national policies and initiatives. • Lead quality improvement procedures in the school, 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	• Lead on the development and implementation of policies related to Learning and Teaching. • Lead on the development and implementation of policy on pupil assessment and attainment; • Lead on the development and implementation of policy on pastoral care, pupil welfare and support; • Lead on the development and implementation of policy on behaviour management. • 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 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 Head of School 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.

COMHAIRLE NAN EILEAN SIAR

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: Head of School **POST NUMBER:** 1368

CRITERIA		ESSENTIAL		DESIRABLE
Knowledge	E1	Understanding of current developments and initiatives in Scottish education.		
	E2	Familiarity with the delivery of the 3-18 curriculum		
	E3	Understanding of the school improvement planning process and its application.		
	E4	Familiarity with current developments in teaching methodology and resources		
Skills and Abilities	E5	Demonstrate significant leadership ability in key areas of the school curriculum and policy development.		
	E6	Experience in motivating, working with and leading pupils, staff and parents, promoting a team approach.		
	E7	A consultative approach in managing people.		
	E8	Good communication and interpersonal skills, with staff, pupils, parents and external agencies.		
	E9	Effectiveness in curriculum and policy planning and implementation.		
	E10	Effectiveness in handling difficult situations with diplomacy, sensitivity and discretion.		
	E11	Efficiency in organisational and administrative matters, including ability to meet deadlines.		
	E12	Effectiveness in the teaching and learning situation.		
	E13	Effectiveness in the promotion of positive behaviour.		
Education and Experience	E14	University Degree and Certification from a Teacher Education Institution or College Diploma for Teaching.	D1	Achievement of the Standard for Headship through either 'Into Headship' or another equivalent qualification.
	E15	Experience in a promoted post at Principal Teacher level or above, in a school.		
Other Factors	E16	GTCS Registration.	D2	Fluency in Gaelic.
	E17	Understanding of the circumstances and needs of a rural community.		
	E18	A positive attitude to the operation of the Comhairle's bilingual policy.		