THE HIGHLAND COUNCIL
EDUCATION & LEARNING SERVICE

JOB DESCRIPTION: HEAD TEACHER

Job Title: **Head Teacher**

The role of the Head Teacher is to work in collaboration with staff, pupils, parents, community and professional partners to provide vision, leadership and direction to ensure effective and high standards of education for all pupils.

In implementing the vision within the resources available, the Head Teacher is required 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 Education Authority under the overall direction of the Assistant Chief Executive (People) Education & Learning.

Key Accountabilities:

The Head Teacher shall be directly accountable to the Area Quality Improvement Manager for the discharge of duties and for overall performance. The Head Teacher shall also be accountable to the parent body through its representatives and to the Education Authority for the following list of duties and for such other duties as can reasonably be attached to the post:

1. Generic Duties:

(a) Provide effective leadership, good management and strategic direction of the school.
(b) Lead and encourage a culture of respect and good behaviour within the school.
(c) Lead and develop staff, ensuring collegiality and the development, empowering and support of effective teams and individuals within the school.
(d) Lead and manage learning and teaching within the school ensuring the development of the overall curriculum.
(e) Engage with those in the school community and the parent body to encourage and support a culture of achievement and attainment.
(f) Lead and promote the continuing professional development of all staff, ensuring all staff receives an annual review of their development needs.
(g) Work in partnership with parents, children and young people and other professionals, agencies and schools to encourage and embrace the agenda of lifelong learning.
(h) Lead, support and maintain existing good practice and encourage and promote constant improvement in the development of children and young people.
(i) Manage the health and safety of all within the school premises.

2. Specific Duties:

(a) Responsible as an officer of the Authority to contribute to the development and implementation of the Education & Learning Service Plan and associated policies and practices.

(b) Contribute to the effective delivery of 'Getting it Right for every Child', through effective joint working with:

- other agencies
- the Associated School Group
- appropriate public, private and voluntary bodies.

(c) Develop productive partnerships in the community within which the school is situated.

(d) Effectively self-evaluate the service that the school is giving to its pupils and to ensure that a culture of self-evaluation exists at all levels in the school.

(e) Ensure the school delivers a quality service, including specific strategies to improve identified weaknesses, taking the necessary action and developing strategies for the improvement of identified weaknesses.

(f) Promote and support learning and teaching at all levels and to encourage the sharing of best practice across the school and the authority.

(g) Promote achievement for all in a culture of equality and fairness that values every pupil. This to include the development of explicit, attainable and valued goals for each person.