

JOB OUTLINE	
JOB TITLE: Depute Head Teacher, Equity & Inclusion (Primary or Secondary)	JET CODE: N/A
DIVISION: Education & Children's Services	
SERVICE/BUSINESS UNIT: Education	
REPORTING TO: Quality Improvement Manager for Equity & Inclusion	
RESPONSIBLE FOR: The Equity & Inclusion Outreach Team and associated services.	
JOB PURPOSE: The purpose of the Equity & Inclusion Education Outreach Service is to provide bespoke support to identified learners on a short-term basis. The services will work on the premise that children and young people belong to their schools and communities and as such will collaborate and work in partnership with schools. In line with Getting it Right for Every Child (GIRFEC) principles, the Equity & Inclusion Outreach Service will work closely with other agencies as part of the 'team around the child', led by the Named Education Contact to provide early and effective intervention to ensure that all learners meet their full potential. This aligns closely to our strategy to ensure that our children and young people belong to East Lothian. The ability to form trusting relationships with children, young people and their families will be key. This is a unique and exciting post which is funded by the Strategic Equity Fund. Consistent with the requirements of this funding, the post holder will be responsible for ensuring that children and young people's progress is aligned to the associated stretch aims in our Raising Attainment Strategy in key areas including: • Achievement of Curriculum for Excellence literacy and numeracy; • Attainment of National Qualifications; • Improved school attendance and engagement; • Increased school attendance • Reduced school exclusions and • Participation of young people into positive post school destinations The Depute Head Teacher, Equity and Inclusion will be accountable to Quality Improvement Manager for Equity and Inclusion. They will work closely with them to set the strategic direction of the service and evaluate and report on its impact in improving outcomes for learners. The postholder will line manager a newly created team of eight Equity & Inclusion Outreach Officers. The Depute Head Teacher will also oversee and line manage colleagues in linked services including Young Carers, Teachers of the Deaf and Mentoring Services. The Depute Head Teacher will be responsible for triaging referrals to the service to ensure the efficient and equitable distribution of resources to meet emerging needs. This is aligned to the	

work of our Child Planning Framework – Locality Teams. They will also work closely with social work colleagues and the Education Support Officers in the Equity and Inclusion Team to understand and meet the needs of learners.

The Depute Head Teacher will be responsible for the operational running of the service within the resources available through pursuing objectives and implementing policies set by East Lothian Council.

MAIN DUTIES:

The Depute Head Teacher, Equity & Inclusion will be accountable to the Quality Improvement Manager, Equity & Inclusion for the following list of duties as can reasonably be attached to the post:

- To assist with the leadership, effective management and strategic direction of the Equity & Inclusion Outreach Service.
- To be responsible for ensuring that the service's approaches promote and ensure the wellbeing, safeguarding and protection of children and young people in line with East Lothian Council policies and approaches.
- To manage staff, and provide professional advice and guidance, as appropriate.
- To work in collaboration with link schools to ensure that the learning and wellbeing experiences provided to children and young people are matched with their abilities and interests.
- To participate in the selection and appointment of the staff for the service.
- To promote the Career Long Professional Learning (CLPL) of all staff and to ensure that all delegated staff have an annual review of their development needs.
- To work in partnership with parents, other professionals, agencies and schools.
- To assist with the management of health and safety of everyone within the service.

Key Duties associated with Specific Areas of Responsibility - It is expected that a Depute Head Teacher will have the following specific areas of responsibility:

a. Leadership, Management and Strategic Direction of Staff

- Responsible for the management of the day to day running of the service.
- Direct line management responsibility for teachers of the deaf; equity and inclusion outreach officers; young carers' coordinator; communication support worker; equity and inclusion teacher coordinating mentoring services and an administrative officer.
- Co-ordinate CLPL and Professional Review and Development procedures.
 - Review career long professional learning needs as part of the Professional Review and Development Process.
- To assist in the strategic management of delegated budgets, where appropriate.
- Assist the Quality Improvement Manager with the selection and recruitment of staff.
- Involvement in implementing and operating the Council's employment policies, eg. Managing Attendance, Discipline & Grievance and Managing Performance Policies.
- Implement relevant national and council policies.

b. Curriculum Development and Quality Assurance:

- Awareness of the curriculum from 3-18 and the ability to implement, adapt and evaluate approaches to match the needs of vulnerable children and young people including those with additional support needs including those with neuro diversity or who struggle with regular school attendance.

- Lead the process of self-evaluation of the service, including the management of service development planning and assuming the responsibility for leading specific developments.
- Implement and evaluate quality assurance procedures, including contributing to the process of Standards and Quality Report writing.

c. Service Policy and Implementation: It is expected that a Depute Head Teacher will assist with the management of the development, implementation and review of service policy, including pedagogical practice; pupil assessment and attainment; pastoral care; pupil welfare and support; and promotion of positive behaviour. The Depute Head Teacher will also assist the Quality Improvement Manager in reporting to the Scottish Government in line with the requirements of the Strategic Equity Fund.

d. Working with Partners

- Undertake the strategic direction of staff.
- Liaise with school staff including children and young people's Named Education Contacts to ensure that their planning and responsibility for individual programmes of education are appropriate, deliverable and measurable.
- Liaise with outside agencies including social work, health and third sector as part of our approaches to Getting it Right for Everyone and our associated Child Planning Framework.
- Promote the service across East Lothian Council and act as a strategic link with the wider community, including Elected Members.
 - Act as a link for the service to our Child Planning Framework – Locality Teams to receive and triage referrals.
- Assist in the management of the service's strategies for communication/liaison with parents and carers.

Allocation of Duties:

The Depute Head Teacher, Equity and Inclusion is accountable to the Quality Improvement Manager, Equity and Inclusion and, in turn, to the Head of Education. Taking into account the policies of Resources and People Services – Education Division, the Quality Improvement Manager will determine the key areas of responsibility and management duties of the Depute Head Teacher, Equity and Inclusion, which will be subject to review, as required and in accordance with the Service Development Plan. Any change to these duties will follow a consultation process with the Depute Head Teacher, Equity and Inclusion. Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

Full GTCS Registration.

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	As required by GTC. PVG Membership (Children) is an essential requirement of this post.	Additional qualifications; education management qualifications.
Previous Experience (Paid & Voluntary Work)	Experience in a promoted post; experience of teaching classes across age and ability ranges. Demonstrates experience in leading a wide range of current developments and the ability to contribute proficiently in discussions of same. Experience of working with children and families with a range of Additional Support Needs.	Competent in use of ICT to support whole school management tasks. Ability to lead stage/departmental developments; of carrying through a development to a successful conclusion.
Knowledge/ Skills /Competencies	Evidence of recent involvement in career long professional learning activities relevant to a senior management post. Understands the process of developing classroom practice, informed by educational research and knowledge of best practice. Clear knowledge of current curricular issues; clear commitment to the process of self-evaluation, including School Development Planning. Knowledge and experience of monitoring learning and teaching to enhance pupil experience, achievement and attainment. Effective verbal and written communication skills.	Experience in leading development activities for other colleagues and breadth of involvement in key issues. Evidence of participation in the development of classroom practice. Proven track record in implementing major curricular initiatives.

	Effective organisational and time management skills.	
Personal Qualities	Ability to lead an effective team and support colleagues through clear strategic direction. Display potential to undertake senior management tasks of Depute Head Teacher post. 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	Experience of leading and working with others to achieve successful outcomes. Ability to work with others; effective resource organisation,

	Highly skilled in communication and able to communicate clearly in a range of formats and situations. Consultative, effective listening skills, courteous, and diplomatic. Shows clear empathy to pupils, staff and parents. Ability to foster a positive ethos; demonstrates a high level of commitment to all aspects of school life. Experience of promoting good order and discipline within the parameters of school policy; ability to motivate pupils, shows strong commitment to pastoral care and welfare of pupils. Willingness and commitment to contribute to the wider life of the school.	including ability to manage delegated budgets effectively, assume responsibility for a broad range of tasks and deliver successful outcomes. Articulate effective language skills, ability to communicate with, and support colleagues; evidence of use of ICT to enhance communications. Experience of motivating and supporting stage/departmental colleagues, pupils and, where applicable, parents. Evidence of previous experience in creating a positive ethos.
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	