

Job Description

Job Title	Depute Head Teacher
Level	Depute Head Teacher and Head Teacher Spine
Service	Education
Job Purpose	To assist and where necessary, to deputise for the Head Teacher in the conduct of the school's affairs.

Principal Accountabilities:

The role of a Depute Head Teacher is to assist and, where necessary, deputise for the Head Teacher in the conduct of school affairs. The duties of a Depute Head Teacher are to support the Head Teacher in the performance of his/her duties to:

- (a) provide and promote leadership, good management and strategic direction in areas of work of 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 aspects of curriculum development, learning and teaching and meeting learners' needs;
- (d) take responsibility for aspects of improvement planning and quality assurance;
- (e) work in partnership with parents, other professionals, agencies and other schools to meet the needs of children, young people and families in the learning community;
- (f) promote equality of opportunity and ensure a commitment to inclusive education and recognise and respect the views of young people;
- (g) 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 of [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 • 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 teaching across all stages • Relevant experience in a management post • Experience of working with pupils with additional support needs	• Experience of managing pupils with additional support needs • Experience of leading and working with teams and individuals within and/or beyond the school community • Experience of working collaboratively with other services and agencies for the benefit of young people
Professional Values and Personal Commitment	• Evidence of appropriate Continuous Professional Development • Commitment to social justice and inclusive practice	• Evidence of leading self-evaluation • Commitment to and experience of extra-curricular activities • Commitment to promoting policies, practices and initiatives relating to education and people management
Strategic Vision	• Commitment to actively develop and promote the ethos of the school	
Professional Knowledge and Understanding	• Knowledge of and involvement in developing and implementing initiatives relating to the curricular framework, e.g., Curriculum for Excellence • Knowledge of policies and practices relating to education and people management e.g. ASN legislation and GIRFEC principles	• Organising and working with pupils, staff, school and community groups, e.g. pupil council, parent council • Involvement in key improvements across the school at cluster or authority level • Experience in leading curricular developments
Interpersonal Skills and Abilities	• Ability to lead, manage and give strategic direction to employees • People Management skills • Decision making skills	• Presentation skills • Ability to promote good order and discipline • Negotiating skills

	• Ability to use a variety of media to support learning and teaching and management processes • Ability to promote positive behaviour • Motivation skills	
Professional Actions	• Classroom management and organisation skills • Ability to work as a member of, and lead a team • Ability to respond sensitively and appropriately to challenging situations • Positive and active partnerships within the community	• Experience of monitoring and evaluating policies and procedures and the quality of learning and teaching • Effective team builder