

Perth & Kinross Council

Job Profile

Job Title	Depute Head Teacher
Service	Education & Learning
Grade & Salary	Depute Head Teacher
Location	St John's RC Academy
Reports to:	Head Teacher
Responsible for:	Promoted and Unpromoted teaching staff and non teaching staff in School

Job Purpose

The Depute Head Teacher will work alongside the Head Teacher in the development and delivery of high quality learning experiences planned to meet the needs of all pupils. The Depute Head Teacher will also be expected to be actively involved in quality assurance measures to plan, develop and monitor the work of the school in implementing local and national policies and objectives.

Main Accountabilities as Depute Head Teacher

- To assist, advise and participate as a full member of the senior management team to develop policy and strategy.
- To contribute to the overall planning and monitoring of school improvement.
- To manage and develop aspects of the school curriculum.
- To promote the continuing professional development of all staff and ensure that all staff are reviewed annually
- To support the development of teaching and support staff to ensure the provision of high quality learning experiences for all pupils.
- To work in partnership with parents/carers, other professionals, agencies and schools.
- The postholder may be required to perform duties other than those given in the job profile for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Job Specific Requirements

There is an expectation that shortlisted applicants will meet the requirements below

Knowledge & Experience

You must:-

- Have a Diploma/Degree in Primary Education.
- Have full GTC Scotland Registration prior to commencement in post.
- Have a variety of Primary Teaching experience.
- Be an effective classroom practitioner.
- Have evidence of being involved in a leadership/management role.
- Have experience of the use of information and communication technology (ICT) in the classroom and for management.
- Be able to demonstrate knowledge of relevant, current curriculum and assessment issues and their bearing on classroom practice 3-18.
- Be able to promote and develop a positive school ethos.
- Have some experience of managing school finances.
- Have evidence of effective time and resource management.
- Have had management training which, as part of ongoing professional development, may include the Scottish Qualification for Headship.
- Have knowledge and understanding of key initiatives including Curriculum for Excellence, Assessment is for Learning and Health Promoting Schools.
- Have experience of positive behaviour management strategies.
- Have an awareness and understanding of initiatives which aim to develop an integrated learning community.
- Have experience of working with partners to deliver services to young people and their families.

Ideally you will:-

- Have knowledge and understanding of pre-school education.
- Have experience of working within a multi-disciplinary setting.

Customer Care

You must:-

- Be able to establish and sustain a positive rapport and relationship with staff, pupils and parents.
- Have a solution orientated approach to managing sensitive and/or challenging situations.

Health & Safety

You must :-

- Be able to cope with the demands of the job and attend on a regular basis.
- Have an awareness of Health and Safety Issues as they affect you and others and comply with all relevant Health and Safety legislation.

Equality & Dignity at Work

You must :-

- Be able to demonstrate a commitment to the policy and practices of inclusion.
- Be able to treat pupils, colleagues, parents and the community in accordance with the Council's policies on equalities and dignity at work.

Communications

You must :-

- Be able to communicate and liaise effectively and sensitively with staff, parents, pupils and the wider community.
- Have effective oral and written communication skills.

Flexibility

You must:-

- Be committed to being involved in the life and work of the whole school community.
- Be committed to the development of civic and cultural life through the use of the Campus.

Achievement of Results

You must :-

- Have evidence of a commitment to raising standards and promoting effective learning and teaching.
- Be innovative and able to co-ordinate developments.
- Be able to manage change and improvement effectively.
- Be able to demonstrate an understanding of and commitment to the development of Leadership at all levels.

Quality

You must:-

- Be able to demonstrate a commitment to educational vision and values.
- Have experience in promoting self evaluation to enhance the capacity for continuous improvement.
- Be committed to the promotion of professional development of self and all staff.
- Be able to affect a range of quality assurance processes aimed at improving outcomes for young people.
- Be able to demonstrate an understanding of and commitment to development of whole school policies.

Team Working

You must :-

- Be able to motivate colleagues and promote successful teamwork.
- Be able to lead appropriate in-service and collegiate activities
- Have evidence of working with parents and the community.

Decision Making & Problem Solving

You must:-

- Be able to plan strategically, taking account of local and national priorities.
- Be able to establish effective decision making processes as appropriate.



Report on an applicant for a Promoted Teaching Post

THIS FORM IS AN OPEN REFERENCE

Perth & Kinross Council is committed to a policy of openness and accountability. If you are employed within this Authority then candidates will have the right to have sight of the completed reference and of any supplementary material submitted. Other Authorities should note that this reference will be shown to members of the selection panel.

Post applied for	
Establishment	
Applicant's Name	
Present Post	
Period covered by reference	

When completed, this reference should relate, where appropriate, to the Standard for Headship document.

Professional actions : Leading and Managing

Leading and managing learning and teaching

- | | |
|----------------------------------|---|
| • Learning and achievement | • The principle of inclusion |
| • The learning environment | • Setting targets and promoting high expectations |
| • Setting standards of behaviour | • The principles of curriculum design |

Evidence:

Leading and developing people

- Commitment to collegiality
- Developing leadership in others
- Building a learning community

Evidence:

Leading change and improvement

- The development of good practice
- Commitment to continuous improvement through self evaluation
- Use of creative approaches and innovative solutions
- Engagement with new technologies

Evidence:

Using resources effectively

- Strategic and operational use of resources
- Delegation of tasks
- Meeting statutory obligations

Evidence:

Building community

- Partnerships with parents, children and young people
- Integrated working
- Commitment to the wider community

Evidence:

Professional actions : Essential elements

Strategic vision, values and aims

- Vision and standards
- Integrity and ethical practice

- Democratic values
- Learning for life

Evidence:

Knowledge and understanding

- Learning and teaching
- Education policy, schools and schooling

- Social and environmental trends
- Leadership and management

Evidence:

Personal qualities and interpersonal skills

- Demonstrate self awareness
- Inspire and motivate others
- Judge wisely and decide appropriately

- Communicate effectively
- Show political insight

Evidence:

Name: _____

Signature: _____

Post
held: _____

Establishment: _____

Date: _____

- You are asked to complete a written reference when an applicant has been invited to interview.
- The applicant will advise you of the date of that interview.
- Please therefore return this completed reference, by e-mail, to the address below prior to the interview date.

Thank you in advance for your co-operation in this matter. If you have any queries, please contact:

Recruitment@pkc.gov.uk