

Role Profile

Post Title:	Depute Headteacher
Date Created:	March 2020

ROLE DEFINITION

Assist the headteacher, and where necessary deputise in their absence, in managing the school and giving strategic direction to all staff within the school.

Within their areas of responsibility, manage and deliver teaching services in accordance with the directions of the headteacher in conformance with the Council's Plan, the Service Improvement Plan, Community Planning Partnership priorities and in compliance with the relevant legislation and policy and guidance advice issued by the Scottish Government.

KEY TASKS AND RESPONSIBILITIES

Corporate Responsibilities

- Manage/deliver the Service in accordance with the Council's corporate policies and procedures and relevant strategy provision.
- Manage/deliver the service outcomes, in the most efficient and effective way, that delivers the Council's Strategic Priorities, Council Plan and contributes to the production of Directorate Plans.
- Manage and monitor Capital and Revenue budgets as assigned and contribute to budget development.
- Lead, or contribute to, the preparation of cross-service business development plans, as required.
- Ensure the effective management and leadership of employees, where appropriate.
- Ensure that the culture within the school promotes that information is managed, used and shared in line with legislation and Council policies and guidelines.
- Prepare and co-ordinate reports for the Council, its Committees or working parties and to attend these meetings as required.
- Undertake any other reasonably required duties, consistent with duties detailed in Part 2 Section 2 of the SNCT Handbook of Conditions of Service, as directed by the



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Executive Director or nominee, in addition to the role specific tasks & responsibilities detailed below.

Role Specific Tasks & Responsibilities

- Assist and to deputise for the headteacher in conducting the affairs of the school to the benefit of the pupils and the community and the general duty of care of staff and pupils.
- Assist and to deputise for the headteacher in managing the school through the pursuit of good practice, including:
 - A commitment to pupil and parent / carer focus.
 - The pursuit of continuous improvement.
 - The implementation and evaluation of quality assurance procedures.
 - Motivating the school community towards a shared goal.
- Assisting the headteacher in the leadership, good management and strategic direction of the school, including:
 - Participation in the selection and appointment of staff of the school, and the provision of professional advice and guidance to colleagues;
 - Managing health and safety within the school premises;
 - Monitoring pupil and staff absence throughout the school;
 - Enhancing learning and teaching by supporting the professionalism of staff and providing guidance on the most effective deployment of resources;
 - The identification, dissemination and support of good practice across the school;
 - Planning, implementing, reviewing and evaluating agreed school improvements;
 - Promoting the continuing professional development, career development needs and the performance of all staff, supporting the Professional Update of



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colleagues through the PRD process, ensuring that all staff have an annual review of their development needs, in accordance with Council policy;

- Liaising with the GTC(S) to manage probationer teachers and with universities to provide support for teachers on initial training.
- Assist the headteacher in managing and developing the school curriculum, including
 - Delivering teaching services in accordance with the directions of the headteacher;
 - Devising systems to enable curricular activities to be progressed;
 - Monitoring and developing programmes of study;
- Assist the headteacher in implementing whole school policies, including:
 - Ensuring the needs and aspirations of all learners are being met through the support systems in place within the school;
 - Implementing school policy regarding behaviour management of pupils;
 - Developing systems for pupils who need additional support, identifying pupils who need this support and making provision for them;
 - Maintaining pupil records;
 - Working in partnership with parents/carers, other professionals, external agencies and other schools;
- Undertake appropriate and agreed continuing professional development in line with the Standards for Leadership and Management, Professional Review and Development, Professional Update and school improvement priorities.



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ESSENTIAL / DESIRABLE CRITERIA

	Essential	Desirable	Evidence
Qualification and Registration	• Full GTCS registration • Required to join PVG Scheme for this type of regulated work	• Evidence of postgraduate, or equivalent, study • Other, relevant, qualifications	• Application Form • Interview • Pre-Employment Check
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	• Application Form • References • Interview
** 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	• Application Form • References • Interview
** Strategic Vision	• Commitment to actively develop	•	• Application Form



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	and promote the ethos of the school		• References • Interview
** Professional Knowledge and Understanding	• Knowledge of, and involvement in, developing and implementing initiatives relating to the curricular framework, e.g. <i>Curriculum for Excellence</i> • 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, Eco committee, parent council • Involvement in key improvements across the school, at cluster or authority level • Experience in leading curricular developments	• Application Form • References • Interview
** Interpersonal Skills and Abilities	• Ability to lead, manage and give strategic direction to employees • People Management skills • Decision making skills • Ability to use a variety of media to support learning and teaching and management processes • Ability to promote positive behaviour • Motivation skills	• Presentation skills • Ability to promote good order and discipline • Negotiating skills	• Application Form • References • Interview



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** Professional Actions	• Classroom management & 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, procedures and the quality of learning and teaching • Effective Team Builder	• Application Form • References • Interview
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Please be aware that the successful candidate must be able to travel throughout North Ayrshire (own car/public transport/pool cars etc) for work purposes, meetings, training courses etc.

** The Standards for Leadership and Management are actively explored as part of North Ayrshire Council's recruitment and Professional Review and Development (PRD) processes. Further information on the Standards can be found on the General Teaching Council Scotland website (GTCS).

