THE HIGHLAND COUNCIL – EDUCATION AND LEARNING SERVICE

JOB SPECIFICATION

Post	Depute Headteacher
Salary	DHT SP2
Location	Lundavra Primary School
Responsible to	Headteacher
Job Purpose	The role of the Depute Headteacher is to assist and, where necessary, to deputise for the Headteacher in the conduct of the school affairs. The outline duties for the Headteacher and Depute Headteacher are as described in SNCT Handbook, Part 2 Section 2.
Key Responsibilities	The Depute Headteacher shall be directly accountable to the Headteacher for the discharge of duties and for overall performance.
Generic duties of the post	• To act as a lead professional in the school supporting the Headteacher and as an officer of the local authority • To support the Headteacher in providing appropriate vision, leadership and direction to ensure high standards for all the children and young people in our care so they become successful learners, confident individuals, responsible citizens and effective contributors. • Supporting and contributing to the development of a collaborative learning experience • Play a lead role in the development of whole school policies and their subsequent implementation and evaluation within Highland Council's framework for improvement • Develop good relationships with external partners and stakeholders to promote the inclusive school in the community • Act as a role model and support the delivery of quality education to pupils in accordance with Highland and school policies • To effectively contribute to local authority initiatives in a leadership capacity • Support the health, safety and wellbeing of young people in the school
Specific Duties of the post	• Insert specific areas of responsibility here.
To promote the CPD of all staff and to ensure that all staff have an annual review of their developmental needs.	Within allocated areas of responsibility, the post holder will: • Have direct management responsibility for members of teaching and nonteaching staff, as agreed with the Headteacher • Be responsible for the Professional Review and Development of allocated staff. • Assist with selection and recruitment of staff
Allocation of Duties	The DHT will work under the direction of the Headteacher in accordance with the policies of the school, the Education and Learning Service and Highland Council. The Headteacher will

	determine specific areas of responsibility and management duties which may vary from time to time without making significant changes to the duties of the post or the level of responsibility entailed. Such variations are a common occurrence and would not normally justify re-job sizing. As a result of such variations, it may be necessary to update this job specification from time to time. If, following consultation and discussion with the Headteacher, the post holder is dissatisfied with any such variations, the post holder has the right to pursue the matter via the Council's Grievance Procedures.
Other duties	In addition, Depute Headteachers also have the duties and responsibilities of every teacher and a duty to carry out other such tasks and responsibilities as designated by the Headteacher within the terms of reference of the SNCT Handbook, Part 2 Section 2. All duties must be capable of being undertaken within contractual time, having regard to workload.
Date	November 2023

Person Specification

Attributes	Essential (Acceptable levels for effective job performance)
Experience	• Wide ranging experience of teaching at all levels and management in schools. • Evidence of ability to achieve and maintain a productive learning environment, including the development and implementation of appropriate behavior management strategies. • Clear evidence of leadership • Experience of participation in curriculum development, school self evaluation and development of planning. • Evidence of involvement in school improvement. • Evidence of recent involvement in professional development.
Education and Qualifications	1. Full registration with the General Teaching Council for Scotland as a Primary or Secondary teacher.

Generic Professional Abilities and Qualities	• Excellent teacher with high-level skills and personal achievements. • Commitment to raising standards of achievement for all. • Ability to work with senior colleagues in managing the implementation of a school improvement agenda. • Ability and willingness to work with a range of people, to be adaptable and to work on own initiative. • Ability to communicate well, both orally and in writing, with pupils, parents and colleagues and provide information in appropriate formats. • Ability to prioritise between competing demands while remaining committed to providing high quality management as part of the Management Team. • Ability to relate strongly to the wider aims of the school in curricular and extra curricular areas and in the promotion of positive behavior.
Specific Attributes	• Ability to work within, and contribute to, the development o school policy and to assist staff in establishing priorities, supporting them in quality assurance and meeting deadlines. • Ability to motivate, work with and lead pupils, parents and staff. • Clear commitment to a consultative approach in managing people. • Clear commitment to meeting the challenge of inclusion • Clear commitment to continuing professional development. • Clear evidence of skills in information and communication technology, with a vision for its potential in a school.
Interpersonal skills	• Ability to identify with and show empathy with young people. • Strong empathy with those pupils who most need support in their lives and ability to work effectively and sympathetically with parents and professionals from other services. • Readiness to consult with and consider the views of others, maintain and establish positive relationships with pupils parents and staff. • Good skills as a team leader. • Ability to cope with difficult situations and maintain a balanced perspective.