Job Profile

March 2023

1. JOB IDENTITY

Post Title:	Head Teacher	**Directorate:**	Children's Services
Section:	Quality Improvement (Schools)	**Grade:**	In line with National SNCT agreements
Reports to:	Executive Director of Children's Services		

2. JOB PURPOSE

- Responsible for the leadership, good management and strategic direction to the school, conducting the affairs of the school to the benefit of the pupils and community it serves. Lead and manage whole school policy, its implementation and evaluation. Manage and develop the school curriculum, learning and teaching provision in order to promote improved educational outcomes
- There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation. Shetland Islands Council hold high expectations of all of our Head Teachers, given their influential position in leading education at school level. Head Teachers must therefore always meet the required levels of competence set out in the General Teaching Council's Standard for Headship.

3. CORE RESPONSIBILITIES / DUTIES

- Lead, manage and support staff in pursuing the agreed objectives of the school and the Authority through the appropriate implementation and evaluation of all agreed purposes and aims within Shetland Islands Council's School Improvement Framework Policy
- Lead the work and professional development of all staff, supporting and contributing to collegiate working and professional debate and reflection, providing strategic direction and guidance
- Assume responsibility for the effective and efficient administration of all areas of work within the agreements of the Local Negotiating Committee for Teachers and the Scottish Negotiating Committee for Teachers
- Promote high expectations and standards through the provision of professional advice, reviewing professional needs and performance, and supporting continuous professional development of colleagues
- Ensure that the needs of the school community are met by the provision and maintenance of high-quality curriculum, learning and teaching
- Responsible for providing the strategic leadership for curriculum development, learning and teaching and meeting learners' needs
- Develop good relationships with external partners and stakeholders to promote the inclusive school in the community
- Act as a role model to support the delivery of a quality education to pupils in accordance with Shetland Islands Council and school policies
- Develop, articulate and promote an agreed set of values for the school including responsibility for school policy regarding behaviour management of pupils

- Overall responsibility for the management of health, safety and well-being of young people and staff within the context of school and activities
- to act as adviser to the Parent Council and to participate in the selection and appointment of the staff of the school
- as a designated Budget Responsible Officer headteachers must allocate resources effectively in line with identified strategic and operational priorities whilst maintaining Best Value for the Council.

4. COUNCIL VALUES

This person specification describes the values and attributes of a suitable candidate for our role. Through the recruitment & selection process we shall be looking for evidence that you understand, share and can demonstrate our values and possess the essential attributes.

Our Values

In Shetland Islands Council, **Excellent service** is at the heart of everything we do. We provide **excellent service** by **taking personal responsibility** and **working well together**. We demonstrate this by;

1. Providing an excellent level of service, by making sure we understand, meet and manage our service users' needs.
2. Having a positive attitude and taking our responsibilities as employees of the council seriously. Working in an open and honest way, reflecting on our performance and looking for opportunities to improve and develop.
3. Demonstrating a positive attitude by being open-minded, fair, respectful, trustworthy and honest.

For more detailed information on the Council's Values, please visit the Shetland Islands Council's website and search for 'Our Values'

5. QUALIFICATIONS AND TRAINING

Essential:
- Relevant degree and teaching qualification
- Full GTC Scotland registration (or are eligible for full registration)
- Hold Standard for Headship – Into Headship Qualification or achieve within specified timeframe (not exceeding 30 months)*
- Participation in professional update
- Knowledge of current employment legislation and child protection policies

Desirable:
- Completion of, or working towards, postgraduate degree qualification in education, or equivalent

6. EXPERIENCE

Essential:
- Evidence of success in management of change and school improvement
- Proven experience of the lead role in development of cross-curricular areas and whole school issues

Desirable:	• Experience at Head Teacher, Depute Head Teacher or Principal Teacher level • Contribution to development work at cluster, authority or national levels • Demonstrated experience of collegiate working with other services and outside agencies • Experience as a mentor / coach to other teachers / probationers

7. KNOWLEDGE AND SKILLS	
Essential:	• Excellent understanding of national curriculum policies and priorities • Awareness of the requirements or the post of Head Teacher and ability to relate past experience to these • Self-motivated team player with a positive approach and proven success in leading collegiate working in line with SNCT Code of Practice on Collegiality, and able to act as a role model to promote effective team working, motivating and inspiring colleagues • Stakeholder-focussed with excellent organisational, interpersonal, communication, interviewing and negotiating skills with the ability to work to tight and competing deadlines and secure positive outcomes • Working with school negotiation committees to put in place working time agreements that achieve school objectives within agreed timeframes • Innovative, strategic and lateral thinking approach to problem solving with the ability to make balanced judgements and translate vision into action • Ability to delegate and prioritise • Ability to respond to and manage change effectively • Ability to recognise, act upon and create opportunities to achieve school, Shetland Islands Council and national objectives • Is able to respect confidentiality and has an understanding of data sharing policy (GDPR)
	• Commitment to high attainment and achievement for all • Commitment to working in partnership with parents, other Shetland Island Council services and outside agencies
Desirable:	• Excellent understanding of local curriculum policies and priorities • Commitment to whole school developments and the wider life of the school • Competent in the use of ICT, including application to learning and teaching

*There will be two exceptions in respect of the new Standard for Headship requirement:

The first applies to any permanent Head Teacher who has been appointed to a position in a school on, or prior, to 1 August 2020.

The second exemption enables education authorities to appoint a Head Teacher, who has not attained the Standard for Headship, on a temporary basis for a period not exceeding 30 months after the 1 August 2020.

Allowances: Distant Islands Allowance
Evaluated Grade: SNCT
Date of Evaluation: -
PVG Membership: Children
Disclosure Check: -
Pre-Employment Medical Questionnaire: -
Date of Last Amendment: 09/03/2023