

JOB DESCRIPTION - CHILDREN AND FAMILIES SERVICE

IDENTIFICATION

Post Title: Depute Head Teacher
Section: Primary
Responsible to: Head Teacher
Responsible for: Teaching Staff
Support Staff

Post Ref:
Job Sizing Points

JOB PURPOSE

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 include a specified subset of the items listed below:

PRINCIPAL WORKING CONTACTS

Senior staff in and outwith the school at Authority level
Teaching Staff
Support Staff
Human Resources Staff
Finance Staff
Support Services e.g. psychology, SCSS, Children's Services
Outside Agencies
Parents/Carers
Pupils
Elected Members

MAIN DUTIES

The bullet points expanding the main headings are illustrative. They are neither prescriptive nor exhaustive.

Provide and promote leadership, good management and strategic direction in areas of work of the school;

To include:

- managing, developing and implementing national, education department and school priorities
- responsibility for continuous improvement and management of change
- developing and communicating school values, aims, policies and plans
- implementing and monitoring school policies and strategies
- systematic monitoring of progress towards targets in development plans
- providing an annual report on progress towards targets
- developing participative management structures and remits
- managing, allocating and monitoring delegated resources and finance
- keeping abreast of and managing the implementation and development of current learning and teaching strategies

- promoting the value of the wider curriculum

Contribute to and promote the school policy for the behaviour management of pupils

To include:

- promoting positive behaviour throughout the school
- supporting colleagues with regard to disciplinary referrals
- monitoring the effectiveness of agreed policies and procedures to support and protect pupils

Assist the Head Teacher with the management of all staff and the provision of professional advice and guidance to colleagues

To include:

- directing the work of colleagues and managing workload of colleagues
- managing resources and finance
- Monitoring individual and team effectiveness
- responsibility for the health and wellbeing of colleagues
- operational management of multi-agency teams
- ensure Human Resources policies and procedures are dealt with efficiently and consistently

Take responsibility for aspects of curriculum development, learning and teaching and meeting learners' needs;

To include:

- directing and co-ordinating curriculum development in the school
- developing and implementing policies and strategies to support effective delivery of the curriculum
- responsibility for the range and appropriateness of teaching approaches
- managing target setting
- raising pupil achievement and maintaining high standards of attainment
- monitoring provision for pupils with differing abilities and aptitudes taking learning styles into account
- responsibility for procedures to ensure the inclusion of personal and social development across the curriculum and cross-curricular aspects

Take responsibility for aspects of improvement planning and quality assurance;

To include

- implementing procedures for quality assurance within the curriculum

To participate in the selection and appointment of the staff of the school

To include:

- projecting future staffing requirements
- implementing the education authority's policies with regard to recruitment and selection

Promote high expectations and standards through the provision of professional advice, reviewing professional needs and performance, and supporting continuous

professional development of colleagues;

To include:

- ensuring that systems are in place to monitor, evaluate and improve the continuing professional development of colleagues
- participating in the review of colleagues in accordance with the education authority's policy on staff development and review
- providing access to a range of CPD opportunities for colleagues taking into account available resources
- ensure an appropriate programme of induction for new colleagues

Working in partnership with parents, other professionals, agencies and schools

To include:

- maintaining effective links with statutory and voluntary agencies and the community
- ensuring effective communication with parents
- promoting and supporting special events

To manage the health and safety of all within the schools premises

To include:

- monitoring the effectiveness of the school health and safety policies and procedures
- maintaining effective links with school and local authority health and safety representatives.
- providing arrangements for regular health and safety checks on site

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

In the absence of the Head Teacher, the Depute Head Teacher will be required to assume the responsibility for the school. The Head Teacher may, in consultation with the management team, request further duties to be allocated to the Depute Head Teacher as deemed necessary.

PERSON SPECIFICATION

POST TITLE: Depute Head Teacher - Primary

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	GTCS registered (Primary)	Award bearing course completion	Application form
RELEVANT WORK/OTHER EXPERIENCE	<p>Evidence of wide knowledge of curriculum development in Scotland</p> <p>Demonstrate up to date knowledge of Curriculum for Excellence</p> <p>Experience of a range of classes</p> <p>Experience in a leadership role</p> <p>Knowledge, understanding and involvement in current educational developments</p> <p>Proven and successful experience in leading developments (curricular and staff development) including quality assurance</p> <p>Evidence of appropriate professional learning in a range of areas</p>	Evidence of participation in local/national working groups of initiatives	Application form/ Interview
PARTICULAR SKILLS/ABILITIES	<p>Good organisational skills</p> <p>Good communication skills (oral and written)</p> <p>Good management and leadership skills</p> <p>Good Interpersonal skills</p> <p>Ability to delegate effectively</p> <p>Ability to work under pressure</p> <p>Ability to take initiative</p> <p>Experience in managing budgets/resources</p>	Experience of managing staff	Interview/Reference/ Application form
PERSONAL QUALITIES	Positive and caring approach and commitment to young people		Interview

	<p>Enthusiastic, tactful, tolerant, supportive, decisive and able to exercise sound judgement</p> <p>Effective team leader</p> <p>Inspires confidence</p> <p>Relates well to others (pupils, parents, staff etc)</p>		
ANY ADDITIONAL JOB RELATED REQUIREMENTS	<p>Willingness to keep up to date and learn</p> <p>Evidence of full participation in the life of the school</p> <p>Willingness to undertake curriculum/ personal development</p> <p>Member of PVG Scheme or willingness to become a member of the PVG Scheme with satisfactory Scheme Record and/or Scheme Record Update</p> <p>Roman Catholic approval is required for posts in RC schools</p>		Interview/Application Form