JOB OUTLINE	
JOB TITLE: Head Teacher	**JET CODE: N/A**
LOCATION: Ormiston Primary School	
DIVISION: Education	
REPORTING TO: Head of Education & Children's Services	
RESPONSIBLE FOR: All staff in school	

JOB PURPOSE:
The role of the Head Teacher is, within the resources available, to conduct the affairs of the school to the benefit of the pupils and the community it serves, through pursuing objectives and implementing policies set by East Lothian Council under the overall direction of the Executive Director, Education and Children's Services.

MAIN DUTIES:

The Head Teacher will be accountable to East Lothian Council for the following list of duties as can reasonably be attached to the post:

- To provide leadership, effective management and strategic direction to the school.
- To be responsible for the school policy regarding promoting positive behaviour of pupils.
- To manage all staff, and provide professional advice and guidance as appropriate.
- To manage and develop the school curriculum, and the school's approach to developing learning and teaching.
- To act as adviser to the Parent Council and to lead in the selection and appointment of staff to the school.
- To be responsible for the strategic management of delegated budgets.
- To promote the Career Long Professional Learning (CLPL) of all staff and to ensure that all staff have an annual review of their development needs.
- To work in partnership with parents, other professionals, agencies and schools.
- To manage the health and safety of everyone within the school premises.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- GTC Registration

Disclosure Scotland:

- This role requires **PVG clearance** for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

Scottish Social Services Council:

- None

PERSON SPECIFICATION		
Attributes	**Essential**	**Desirable**
Education, Registration & Training	Current GTC Registration Standards for Headship (Perm posts only)	Degree or additional qualification Previous experience as a Head Teacher Management Training
Previous Experience (Paid & Voluntary Work)	Proven management experience and expertise including management of resources, staff development and review Knowledge of current curriculum developments Involvement in the establishment of school policies Proven management experience of provision for children with a wide range of additional needs Ability to manage Health & Safety of all within the school premises	Experience in more than one school Contribution to educational curriculum/planning development at local/national level Knowledge of Council Policies and Curriculum Developments Recognised responsibilities undertaken at Depute

		Head Teacher level or above Has breadth of involvement in key issues; has experience in leading development activities for colleagues Experience of leading others to achieve successful outcomes
Knowledge/ Skills /Competencies	Ability to provide and share strategic direction Ability to manage curricular changes and educational developments Ability to make decisions and take responsibility for outcomes Ability to work under pressure Ability to communicate effectively (both orally and in writing) Highly skilled in communication and able to communicate clearly in a range of formats and situations; including pupils, colleagues, parents and external agencies Display potential to deploy skills relevant to the requirements of the post. Clear commitment to the process of self-evaluation, including School Development Planning	Counselling and arbitration skills Ability to conduct rigorous self-evaluation and plan systematically for improvement; highly effective resource organisation, including ability to manage delegated budgets effectively; ability to assume responsibility for specific tasks and deliver successful outcomes Articulate with good language skills; ability to communicate with, and support, colleagues; evidence of use of ICT to enhance communications
Personal Qualities	Ability to develop and maintain good relationships and to co-operate effectively with both individuals and other agencies Ability to encourage, support and motivate people (including pupils, staff and parents)	

	Ability to plan and progress the development of staff Commitment to an education service of the highest quality Consultative, good listener, courteous, tactful. Show a clear empathy to young people, to staff and to parents Ability to foster a positive ethos; demonstrate a high level of commitment to all aspects of school life	
Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	