Aberdeenshire COUNCIL **Job Profile**

October 2020

1. JOB IDENTITY

Post Title:	Head Teacher	**Service:**	Education & Children's Services
Section:	Education	**Grade:**	In line with National SNCT agreements
Reports to:	Head of Education		

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.

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 policies, within Aberdeenshire Council's framework for Quality Assurance and Development
- 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 Aberdeenshire and school policies

Agreed

- Develop, articulate and promote an agreed set of values for the school.
- Overall responsibility for the management of health, safety and well-being of young people and staff within the context of school and activities

4. QUALIFICATIONS AND TRAINING

Essential:

- Full GTC Scotland registration
- Hold Standard for Headship – Into Headship Qualification or achieve within specified timeframe
- Participation in professional update

Desirable:

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

5. 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

6. 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, 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
- 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

Agreed

	• Ability to respond to and manage change effectively • Ability to recognise, act upon and create opportunities to achieve school, Aberdeenshire Council and national objectives
Desirable:	• Commitment to high attainment and achievement for all • Commitment to working in partnership with parents, other Aberdeenshire Council services and outside agencies • 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

7. ADDITIONAL REQUIREMENTS	
Driving Compliance	Not applicable to this Post.
Politically Restricted	Not applicable to this Post.

Agreed