

DEPUTE HEADTEACHER

PRIMARY

Living, Learning, Working in Falkirk

FALKIRK COUNCIL

Job Description:

Depute Headteacher

As Depute Headteacher you will inspire, motivate and lead effective learning and teaching based upon the principles of Curriculum for Excellence. You will deputise during the absence of the Headteacher.

We are looking for a Depute Headteacher who:

- is committed to quality
- demonstrates sound judgement and decision making
- is emotionally intelligent
- is skilled in influencing and engaging
- can lead others
- has an excellent pedagogical knowledge of learning and teaching

Schools within Falkirk Council operate within Children's Services' Local Improvement Plan and the strategic Quality Improvement Framework.

The person appointed will demonstrate leadership skills and qualities which will: enable staff to work effectively; learners to achieve their full potential; and the school and nursery to play an active part in community life.

The successful candidate will demonstrate a proactive leadership style and, in consultation with colleagues, will provide an effective and balanced educational experience for all learners. They will also maintain and further develop appropriate partnerships with parents, the wider community and other schools within the area.







Accountabilities

The accountabilities related to this role are as follows:

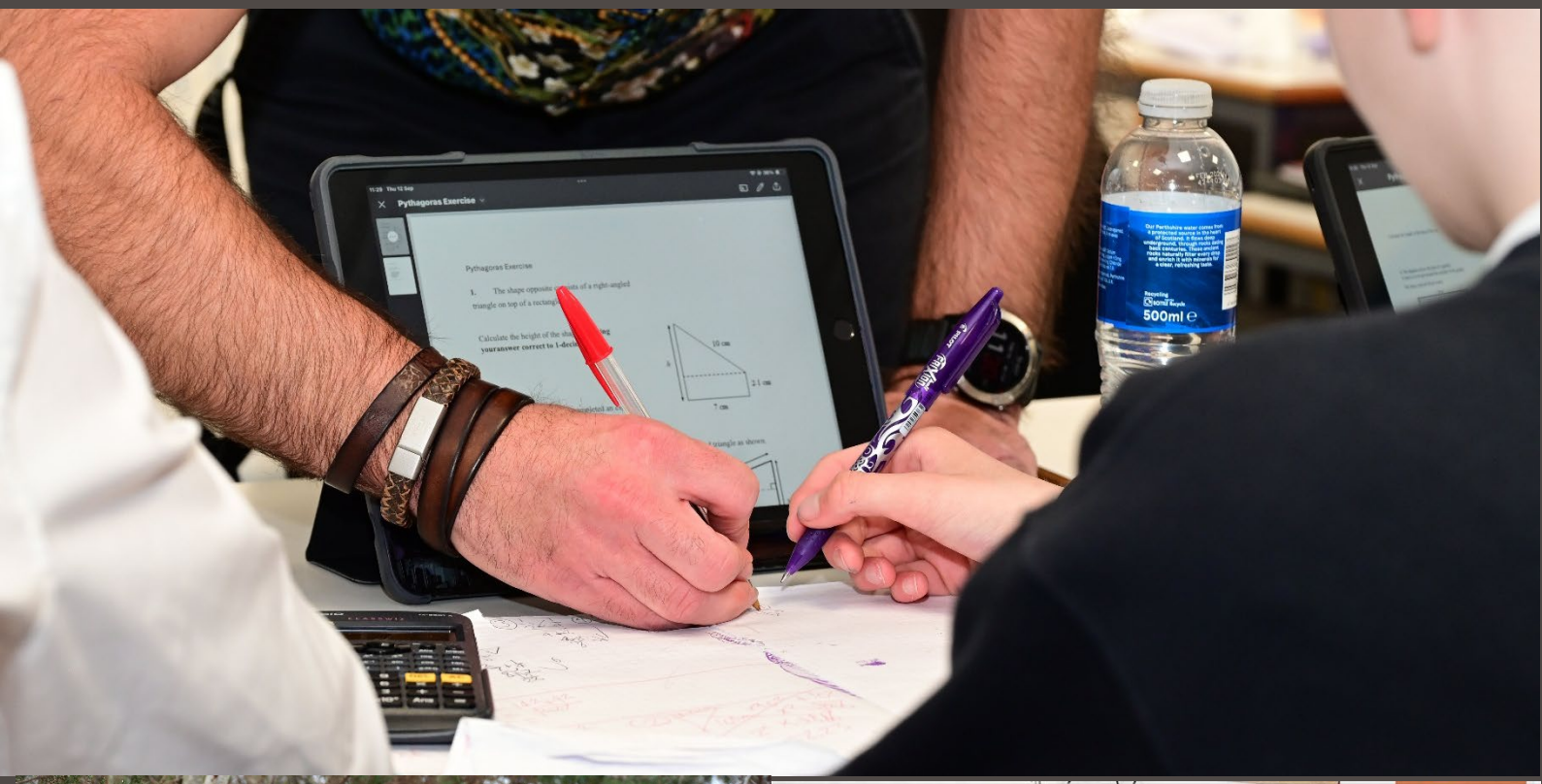
1. deputise for the Headteacher
2. develop, share and promote the school's vision with staff, pupils, parents and the wider community
3. develop coherent approaches to professional learning which build and sustain teachers' practice by supporting
   - leadership
   - collaborative working practices
   - sharing of effective practice
4. contribute to leadership for improvement in culture and practice at school level by:
   - providing clear direction when working with others
   - supporting and developing the school's culture of improvement
   - ensuring school policies and procedures are being implemented consistently
5. demonstrate professional knowledge and understanding by:
   - critically engaging with literature, research and policy
   - contributing to local and national developments
   - acting as representatives of the authority
6. develop a range of strategies for individual and collective self evaluation, which contribute to the school's improvement
7. lead and work collaboratively to enhance teaching which leads to high quality learning by:
   - demonstrating and supporting sound teaching practices
   - monitoring and tracking pupils' progress
   - managing additional support for learning needs
   - quality assuring
   - effective behaviour strategies
   - regularly communicating with and reporting to parents

8. build and sustain partnerships with colleagues, learners, parents and other stakeholders to support:
    - team commitment and loyalty
    - an ethos of mutual respect, support and challenge that is based on a coaching/ mentoring approach
    - effective practice in gathering views and sharing information with parents
    - the provision of pastoral care for staff and pupils
    - effective communication
9. manage allocated resources proactively and effectively to meet learning and development priorities

Demands

This job requires contact with vulnerable groups therefore you will require to gain/ maintain PVG Scheme membership.

For denominational posts only: All applicants require to have the approval of the Roman Catholic Church.


Pythagoras Exercise
500ml




p x b

Application Process

You will hold an appropriate primary qualification and will have significant experience as a senior school manager. You will be able to demonstrate that you possess the values, knowledge & understanding, and skills outlined in the GTCS Standard for Middle Leadership. The Standard for Middle Leadership (gtcs.org.uk)

You are encouraged to be explicit in detailing your skills, experience and attributes that you can bring to this specific post.

Apply online at

www.myjobscotland.gov.uk

Membership of the Protection of Vulnerable Groups Scheme will be essential on taking up the appointment along with GTCS Registration.

Selected applicants will participate in a long leet assessment centre which will involve a panel interview with the Headteacher of the school, peer DHT and the Quality Improvement Officer. This will take place at the school. Each candidate will also engage with groups of staff and pupils, where candidates will be asked set questions relevant to the post. These meetings will be observed by members of the recruitment panel who will share their feedback from the sessions as part of the recruitment process.

Candidates who are successful at this stage will move on the short leet appointment panel stage which includes the preparation of an unseen task and a panel interview including Elected Members and Parent Council representatives.

The successful candidate will join an education service which has demonstrated its ability to secure improvements in important areas and to make significant contributions to council and national priorities, for example, improved pupil attainment and achievement. Senior managers have focused on developing a culture of self-evaluation where staff at all levels have been encouraged and empowered to make decisions and adopt creative approaches to improving processes and service delivery.

The key policy document for Falkirk schools is Learning to Achieve. This was co-created by Head Teachers, teachers, early years practitioners, support staff, parents/carers, pupils and other partners. It provides the framework for our strategic thinking and actions and builds on our longstanding commitment to achievement in its widest sense.

Curriculum for Excellence – Learning to Achieve







Accountabilities related to this role:

Qualifications	Essential	Desirable
1. GTCS Registration	✓	
2. Relevant primary qualification	✓	
3. SQH or relevant Post Graduate Certificate/ Diplomas		✓
Training/ Experience		
4. Relevant experience at senior management level	✓	
5. Evidence of leading whole school planning and improvement	✓	
6. Evidence of leading and managing change	✓	
7. Evidence of building effective teams	✓	
8. Relevant experience of the deployment of resources, including people	✓	
9. Evidence of developing and managing the primary school curriculum	✓	
10. Evidence of continuing commitment to relevant personal professional development	✓	
11. Evidence of building and sustaining partnerships within and out with school to: a) deliver strategic plans b) meet identified needs of all learners	✓	
12. Evidence of in-depth knowledge and understanding of current educational thinking and research	✓	
13. Evidence of leading professional learning at school, Council or national level	✓	

Skills

14.	Evidence of the ability to lead professional and other teams	✓	
15.	Evidence of effective interpersonal skills to establish and promote positive working relationships	✓	
16.	Evidence of the ability to communicate effectively through a variety of media	✓	
17.	Evidence of developing appropriate relationships with the parent community	✓	
18.	Evidence of the ability to develop good working relationships with colleagues in Children's Services and external agencies	✓	
19.	Evidence of regular review and improvement in their professional practice	✓	
20.	Evidence of the ability to delegate appropriately	✓	

Personal Qualities

21.	Adapts and works effectively in a variety of situations - flexible	✓	
22.	Understands formal and informal structures, uses this to produce best response - organisationally aware	✓	
23.	Uses influencing strategies to persuade and gather support of ideas - understands others - makes an impact	✓	
24.	Sets priorities on a rational basis - analytical thinker	✓	
25.	Spots key issues in complex situations - conceptual thinker	✓	
26.	Believes in own capability to accomplish a task - self confident	✓	
27.	Acts in a way that is consistent with stated values - has integrity	✓	

Criteria

28.	Maintain PVG scheme membership	✓	
29.	Gaelic language skills		✓
30.	*For denominational posts only: The post requires RC approval	✓	



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