JOB DESCRIPTION - CHILDREN AND FAMILIES SERVICE

IDENTIFICATION

Post Title:	Head Teacher	Post Ref:
Section:	Primary	Job Sizing Points
Responsible to:	Head of Service (Chief Education Officer)	
Responsible for:	Depute Head Teacher Principal Teacher Teaching Staff Support Staff	

JOB PURPOSE

The role of the Head Teacher is to promote high quality learning and teaching to secure improved educational outcomes for the benefit of pupils and the community, under the direction of the local Council. Head Teachers have a corporate responsibility to contribute to an agenda of ongoing improvement in their school and across their Council area.

PRINCIPAL WORKING CONTACTS

Senior staff in and outwith the school at Authority level
Teaching Staff
Support Staff
Human Resources Staff
Finance Staff
Support Services, eg 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 leadership, good management and strategic direction to the school;

To include:

- managing, developing and implementing national, education department and school priorities
- 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 available 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

Take overall responsibility for improvement planning and quality assurance

To include:

- responsibility for continuous improvement and management of change
- implementing procedures for quality assurance within the curriculum

Responsibility for 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

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:

- 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 providing strategic leadership for 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

Act as adviser to the Parent Council and to participate in the selection and appointment of the staff of the school

To include:

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

To promote the continuing professional development of all staff and to ensure that all

staff have an annual review of their development needs

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

Work in partnership with parents, other professionals, agencies and other schools;

To include:

- attending Parent Council meetings and providing advice as required
- maintaining effective links with statutory and voluntary agencies and the community
- ensuring all Child Protection policies and procedures are adhered to.
- ensuring effective communication with parents
- promoting and supporting special events

Take overall responsibility for the management of health, safety and well-being.

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
- ensuring risk assessments are undertaken and audited.

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.

PERSON SPECIFICATION

POST TITLE: Head Teacher - Primary

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	GTCS registered (Primary) And Standard for Headship (SFH), or equivalent, as detailed on the GTC(S) website: https://www.gtcs.org.uk/professional-standards/the-standards/headship.aspx		Application form
RELEVANT WORK/OTHER EXPERIENCE	Able to demonstrate the standard for headship Proven experience as Depute Head Teacher/ Head Teacher Demonstrate up to date knowledge of Curriculum for Excellence Experience of School Improvement Planning Experience of managing budgets and resources Experience of staff Leadership, management and supervision Demonstrate raised attainment and achievement Proven and successful experience in leading developments (curricular and staff development) including quality assurance Evidence of professional learning in a wide range of areas		Application form/ Interview
PARTICULAR SKILLS/ABILITIES	Good organisational skills Good communication skills Good interpersonal skills Good analytical and decision-making skills		Interview/Reference/ Application form

	Commitment to consultative and participative style of management Ability to delegate effectively Ability to work under pressure		
PERSONAL QUALITIES	Positive and caring approach and commitment to young people and staff Enthusiastic, tactful, tolerant, supportive, decisive and able to exercise sound judgement Effective team leader Relates well to others (pupils, parents, staff, etc)		Interview
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Willingness to keep up to date and learn Evidence of full participation in the life of the school Member of PVG Scheme or willingness to become a member of the PVG Scheme with satisfactory Scheme Record and/or Scheme Record Update Roman Catholic approval is required for posts in RC schools		