

NORTH LANARKSHIRE COUNCIL: EDUCATION & FAMILIES

Job Description

OUTLINE OF HEAD TEACHERS' DUTIES

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 Council, through the Executive Director. Head Teachers have a corporate responsibility to contribute to an agenda of ongoing improvement in their school and across the Council area.

The duties of the Head Teacher are to:

- (a) provide leadership, good management and strategic direction to the school;
- (b) promote high expectations and standards through the provision of professional advice, reviewing professional needs and performance, and supporting continuous professional development of colleagues;
- (c) take responsibility for providing strategic leadership for curriculum development, learning and teaching and meeting learners' needs;
- (d) take overall responsibility for improvement planning and quality assurance;
- (e) act as adviser to the Parent Council and to participate in the selection and appointment of the staff of the school;
- (f) work in partnership with parents, other professionals, agencies and other schools; and
- (g) take overall responsibility for the management of health, safety and well-being.

Accountability

The Head Teacher is accountable to the Council through the Executive Director (Education & Families) and has a corporate responsibility to contribute to an agenda of ongoing improvement in their school and across the Council area.

Leading the School

The Head Teacher will be responsible for:

- participating as required in the selection, appointment and appraisal of the staff of the school
- ensuring that the expertise of staff is recognised, and is employed in such a way that pupils and their parents benefit fully and that members of staff may be clear about their individual roles and may derive as much satisfaction as possible about their work
- consulting fully with staff on the formulation, implementation and evaluation of school policy
- promoting the professional development and welfare of staff both collectively and individual,
- implementing within the school all relevant conditions of service, disciplinary and grievance procedures and other matters of the contractual nature
- in consultation with relevant colleagues, assessing and monitoring the effectiveness of staff and providing reports as required for appointment and promotion purposes.

Leading the Curriculum

- managing and developing the curriculum in accordance with the policies of the authority and taking account of relevant advice given by national bodies
- encouraging the development of teaching methods which promote effective learning by all
- preparing efficient arrangements for the timetabling of staff so that the requirements of the curriculum may be adequately met
- ensuring the progress of pupils is monitored, recorded and reported to parents and others who have a right to know
- devising an overall policy for pupil guidance and establishing effective structures for its implementation.
- ensuring the implementation of strategic policies of the council, for example, in relation to equal opportunities.

Effective Management of Resources and Communications

- ensuring that the appropriate arrangements are made in line with the Council's scheme of delegation for the management of the school budget and other school finances including proper procedures to account for these
- implement policies for the procurement, use and protection of all resources, including teaching material, equipment and accommodation
- ensuring that appropriate procedures are observed in relation to the health and safety of all users
- assisting the Council to ensure that school buildings are properly maintained
- establishing effective channels of communication among all staff and with all users of the school
- keeping such channels of communication under review
- consulting and communicating with parents about the school and the progress of their children, in particular by arranging regular meetings between parents and teachers to assist such communication.
- being the school's official correspondent with the Council, external agencies, Scottish Qualifications Authority, other schools, parents and the wider community.
- reporting to the Council on matters affecting the school and in particular, alerting the Council and keeping it informed of situations on a non-routine nature.
- maintaining all necessary records relating to the life and work of the school and responding timeously to requests for information by the Council or other bodies to which there is a duty to respond.

Partnership Working

The Head Teacher shall:

- seek to form and maintain effective working relationships with all users of the school and the school's staff, the office bearers and members of the School Council, other educational establishments, officers of the Council and other departments of the Council, representatives of the wider community, officers involved in the review process and representatives of external agencies with rights to operate in relation to the school
- prepare proposals for the disbursement of per capita funding for teaching and learning materials and submitting these to the School Council.

Authority

The Head Teacher shall have authority over users of the day school and shall have powers to require compliance with all reasonable instructions to staff in relation to the management of the school.

Other Duties

The Head Teacher shall be responsible for such other reasonable duties as may from time to time be assigned by the Executive Director (Education & Families).

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Post of Head Teacher: Person Specification

Selection Criteria	Essential Acceptable levels for effective job performance	Desirable The attributes of the ideal candidate
Qualifications	As required by the GTCS hold SFR by date of appointment. Standard for Headship Qualification*	Other leadership qualifications.
Previous Experience	Extensive and successful experience of working in a promoted post or equivalent. Teaching experience across all stages.	Success in a range of experiences equivalent to responsibility of a senior promoted post.
Professional Development	Evidence of recent professional development, knowledge of current initiatives.	Breadth of involvement in key areas of development. Experience of supporting staff development to meet school and individual needs.
Leadership	Success in developing, leading and supporting a team of staff and in pursuing an active role in the community. Direct commitment to ensuring that education of the highest standard is delivered to all pupils.	Evidence of active leadership – working groups, policy development, leading INSET etc. both within and across schools.
Management Skills	Evidence of effective use of time with the potential to carry out the managerial requirements of the post.	Evidence of management skills of a high quality. Knowledge of the operation of DSM.
Communication Skills	Articulate and confident in planning, organising and co-ordinating major school issues. Ability to use ICT effectively.	Evidence of highly effective oral and written communication.
Interpersonal Skills	Ability to listen, lead, motivate and support the whole school community.	Highly participative and motivated.
Implementing Change	Actively involved in promoting national and council priorities and developing the full potential of children, staff and parents.	Knowledge of the major policies of North Lanarkshire Council. Evidence of experience of carrying through a development to a successful conclusion.
Ethos	Ability to foster a positive ethos. Demonstrates a high level of commitment to all aspects of school life.	Involvement in or working knowledge of GIRFEC, Inclusion and Promoting Positive Behaviour policies.
Relationships with pupils, parents and the community	Involvement in the establishment of effective procedures to meet the expectations of all stakeholders.	Evidence of making a significant contribution to building effective partnership with pupils, parents and the wider community.
Commitment to Raising Achievement	Responsible for the implementation of specific raising achievement initiatives in line with NLC and National Improvement Framework.	Evidence of active involvement in raising achievement initiatives in line with National Improvement Framework.
PVG Membership	Satisfactory PVG scheme membership application (Protected Child) will be processed by the Council for successful candidates and must be attained prior to commencing employment.	N/A

* Under Section 28 of the Education (Scotland) Act 2016, from 1 August 2020 it is a pre-requisite for all teachers taking up their first permanent Head Teacher position to hold the Standard for Headship by completing a Headship Qualification. If you do not already hold this, you must be willing and able to achieve the Standard for Headship within 30 months of being appointed to post. Failure to achieve Standard for Headship within the required timescale will result in redeployment to a demoted position.

NOTE: The Council will only be able to make an appointment if the following conditions are met successfully at a meeting with a personnel officer within 10 working days of the interview: (1) Proof of eligibility to work in the UK; (2) Completion of a health questionnaire; (3) Completion of a PVG check; (4) Approval by the RC Church (only for posts in Catholic schools).