

JOB PROFILE

POST TITLE: HEAD TEACHER

The role of the Head Teacher

The Head Teacher acts as the leading professional in a school and, as an officer of the local authority. He/she provides appropriate vision, leadership and direction to ensure high standards of education for all the children and young people in their care so that they can become successful learners, confident individuals, responsible citizens and effective contributors. To achieve this, the Head Teacher works with and is accountable to others to ensure that the school is organised and managed to meet its aims and targets, and is a creative, disciplined learning environment. In so doing, the Head Teacher works with a range of others - staff, children and young people, parents, local community members, voluntary organisations, local authority officers and other agencies involved in services for children and young people and their families. Each school will present different challenges reflecting the school's circumstances and the communities it serves.

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 the Council under the overall direction of the Head of School, to the Standard as described in the Standard for Headship – November 2005.

Key Duties of the Head Teacher

- Responsibility for the leadership, good management and strategic direction of the school;
- responsibility for school policy regarding behaviour management of pupils.
- the management of all staff, and the provision of professional advice and guidance to colleagues
- the management and development of the school curriculum;
- to act as adviser to the Parent Council and to participate in the selection and appointment of the staff of the school;
- promoting the continuing professional development of all staff and ensuring that all staff have an annual review of their development needs;
- to work in partnership with parents, other professionals, agencies and schools; and
- to manage the health and safety of all within the school

You must have a full registration with the General Teaching Council for Scotland (GTCS).

NB The duties of teachers are contained in Part 2 Section 2 of the SNCT handbook, and apply equally to all teachers.

The salary of a Head Teacher will be determined by applying the job-sizing toolkit agreed by the SNCT.

PERSON SPECIFICATION

POST TITLE: HEAD TEACHER POST NO:

An applicant must demonstrate their ability to meet the Standard for Leadership and Management, December 2012. Reference must be made to the full document. The essential criteria and assessment of them are in line with that document.

Strategic Vision, Values and Aims

- The ability to establish, sustain and enhance the culture of self-evaluation for school improvement
- The ability to develop staff capability, capacity and leadership to support the culture and practice of learning
- The ability to ensure consistent, high quality teaching and learning for all learners
- The ability to sustain partnerships with learners, families and relevant partners to meet the identified needs of all learners
- The ability to allocate resources effectively in line with identified strategic and operational priorities

Relevant Experience:

- Successful experience of teaching in a variety of contexts
- Successful experience of managing resources, including people
- Successful experience of curriculum design and planning to meet the needs of all learners
- Successful experience of self evaluation and implementation of school improvement strategies
- Experience of self-evaluation for self and others using the GTCS Professional Standards

Education and Knowledge

Essential	Desirable
Relevant degree and recognised teaching qualifications	Trained in coaching and mentoring skills
Current registration or the ability to be registered with the General Teaching Council for Scotland (GTCS)	Possession of other recognised leadership qualification
The Standard for Headship for teachers taking up their first permanent Head Teacher post from the 1 August 2020 under Section 28 of the Education Scotland Act 2016*	Knowledge of current employment legislation, GIRFEC and child protection policies.

Personal Qualities and Interpersonal Skills

- The ability to establish positive relationships at every level within the school community and with other professions and agencies
- The ability to establish and use processes and systems for different purposes, including those that enhance pedagogic practice and inform resourcing decisions
- The ability to progress developments that are not overly bureaucratic
- Is able to establish and promote collaborative practice and to foster and lead collegiality, in line with the SNCT Code of Practice on Collegiality (Part 1: Appendix 1.4 of the handbook)
- Is able to lead discussions on Working Time Arrangements that enable proper completion of school activities
- Is able to demonstrably improve teaching and learning
- Is able to create, with the whole community, an aspirational vision, values, ethos and aims with regard to teaching and learning
- Is able to respect confidentiality and data sharing agreements

*There will be two exceptions in respect of the new Standard for Headship requirement:

The first applies to any permanent Head Teacher who has been appointed to a position in a school on, or prior, to 1 August 2020.

The second exemption enables education authorities to appoint a Head Teacher, who has not attained the Standard for Headship, on a temporary basis for a period **not exceeding 30 months** after the 1 August 2020.