

**City of Edinburgh Council
Job Profile**

DEPARTMENT:	Children and Families
SECTION:	Secondary Schools
POST:	Depute Head Teacher
RESPONSIBLE TO:	Head Teacher

PURPOSE OF THE JOB:

The role of the Depute Head Teacher is to assist and, where necessary, to deputise for the Head Teacher in the conduct of school affairs. The Depute Head Teacher occupies a pivotal position in the management of the school. S/he is one of the senior managers of the school and is a member of the Board of Studies. As such, the DHT would be expected to be a leading professional with the breadth of vision and range of skills necessary for the post.

MAJOR TASKS/JOB ACTIVITIES:

Responsibility for the leadership, good management and strategic direction of the school

To assist in the effective management of staff, accommodation and resources.

To play a leadership role in the Schools Quality Assurance process.

To contribute effectively to the delivery of the school's Development Plan.

To act as Board of Studies link person with a middle management group of heads of department.

Responsibility for school policy for the behaviour management of pupils

To contribute to the positive, inclusive and caring ethos of the school.

To support and guide students on a collective and individual basis.

The management of all staff and the provision of professional advice and guidance to colleagues

Supporting all members of staff, and bridging between senior and middle management.

The management and development of the school curriculum

To be a leading professional in the development of school policies and curriculum.

To support and contribute to the community dimension of the school.

To manage, support and develop the 5-14 curriculums.

To contribute to the construction of the school timetable.

To promote the continuing professional development of all staff and to ensure that all staff have an annual review of their development needs

To review the appropriate members of the middle management group.

To be responsible for the support and guidance for student teachers, probationers and supply staff.

To participate in the selection and appointment of staff to the school.

Working in partnership with parents, professionals, agencies and schools

To work in partnership with parents to support pupils.

To assist with the management of Health & Safety for all within the school premises.

Other information

The duties for a teacher/chartered teacher (Annex B)

To be able to demonstrate effective teaching and learning in the classroom.

ANNEX B: OUTLINE OF TEACHER DUTIES

Teacher/Chartered Teacher

Subject to the policies of the school and the education authority the duties of teachers, promoted and unprompted, are to perform such tasks as the Head Teacher shall direct having reasonable regard to overall teacher workload related to the following categories:-

Teaching assigned classes together with associated preparation and correction.

Developing the school curriculum.

Assessing, recording and reporting on the work of pupils.

Preparing pupils for examinations and assisting with their administration.

Providing advice and guidance to pupils on issues related to their education.

Promoting and safeguarding the health, welfare and safety of pupils. Working in partnership with parents, support staff and other professionals.

Undertaking appropriate and agreed continuing professional development.

Participating in issues related to school planning, raising achievement and individual review.

Contributing towards good order and the wider needs of the school.

Principal Teacher (Curriculum/Pastoral)

Responsibility for the leadership, good management and strategic direction of colleagues.

Curriculum development and quality assurance.

Contributing to the development of school policy in relation to the behaviour management of pupils.

The management and guidance of colleagues.

Reviewing the CPD needs, career development and performance of colleagues.

The provision of advice, support and guidance to colleagues.

Responsibility for the leadership, good management and strategic direction of pastoral care within the school.

The development of school policy for the behaviour management of pupils.

Assisting in the management, deployment and development of pastoral care staff.

Implementation of whole school policies dealing with guidance issues, pastoral care, assessment and pupil welfare.

Working in partnership with colleagues, parents, other specialist agencies and staff in other schools as appropriate.

Head Teacher

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 education authority under the overall direction of the Director of Children and Families. The Head Teacher shall be accountable to the education authority for the following list of duties and for such other duties as can reasonably be attached to the post.

Responsibility for the leadership, good management and strategic direction of the school.

Responsibility for school policy for the 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 School Board and to participate in the selection and appointment of the staff of the school.

To promote the continuing professional development of all staff and to ensure that all staff have an annual review of their development needs.

Working in partnership with parents, other professionals, agencies and schools.

To manage the health and safety of all within the school premises.

Depute Head Teacher

The role of the Depute Head Teacher is to assist and, where necessary, to deputise for the Head Teacher in the conduct of the schools affairs.

ADDITIONAL INFORMATION:

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by the City of Edinburgh Council.

LEAVE:

In accordance with the Teachers Conditions of Service the City of Edinburgh Council applies the provisions set out in the Handbook to calculate leave entitlement for anyone joining the Council after the start of the academic year. This calculation will reflect the pro-rated leave entitlement to the end of the academic year.

For permanent teachers and instructors this will then be converted into the monetary value and an adjustment made to your salary will be averaged over the remaining academic salary pay periods. This amount will be notified to the successful candidate in their Statement of Particulars.

For temporary teachers and instructors the recalculation of leave will be carried out at the end of your temporary contract and any adjustment will be made to your final salary.

A similar recalculation of leave will also be made if you change your hours at any time after the start of the academic year.

EMPLOYEE SPECIFICATION:

Depute Head Teacher	Essential	Desirable
Experience	Able to demonstrate wide teaching experience with knowledge of all stages	Experience of assisting with school timetabling

	<p>Experience of collation and analysis of attainment data e.g. SQA</p> <p>Management experience including the management of resources, staff development/curriculum development</p> <p>Experience of self-evaluation at a personal and school level</p> <p>Contribution to educational curriculum improvement planning/development at school/cluster level</p> <p>Experience of working in partnership with parents and external agencies</p> <p>Involvement in the establishment of school policies</p>	<p>Working with pupils with a range of learning needs</p> <p>Relevant experience in more than one school</p> <p>Leading on participating in school/cluster working parties</p>
Knowledge, Skills and Understanding	<p>Awareness of appropriate leadership and management theory</p> <p>Ability to demonstrate effective administrative skills of a high order</p> <p>Ability to demonstrate effective management skills</p> <p>Awareness of current learning theories and their implications for teaching</p> <p>Awareness of current curriculum principles and proposed changes</p> <p>Understanding of current Child Protection legislation</p> <p>Ability to demonstrate high level of inter-personal skills. Ability to motivate and lead a team</p>	<p>Ability to use IT to support learning and teaching, and for school administration and management purposes</p> <p>An understanding of the Additional Support for Learning Act</p>

	<p>An understanding of the principles of pupil support strategies</p> <p>Ability to prioritise, organise and plan ahead</p>	
Qualifications and Training	<p>Educated to degree level or equivalent</p> <p>Appointment subject to current & full GTCS Registration</p>	Leadership and Management training
Competencies (Governed by GTCS)	<p>Professional knowledge and understanding</p> <p>Professional skills and abilities</p> <p>Professional values & personal commitment</p>	
Job Specific requirements	<p>Ability to demonstrate commitment to personal development and/or evidence of recent professional development appropriate to the role as a senior school manager</p> <p>Ability to work in partnership with others in a wide range of school matters and by sharing the responsibility for decision making</p> <p>Ability to demonstrate initiative and make decisions in emergency situations</p> <p>Ability to take personal responsibility for specific projects, either individually or by leading a team</p> <p>Ability to prioritise competing work demands and to deploy strategies to manage workload effectively</p>	

	<p>Ability to relate to and form effective relationships with pupils, staff, parents and members of the wider community in order to create a purposeful working environment</p> <p>Ability to set high standards which challenge and inspire pupils and staff to high achievement</p> <p>Ability to demonstrate understanding of the purposes and processes of professional review and development</p>	
<p>Applicants should always check the Job Vacancy Summary for any specific employee specification requirements for the advertised vacancy.</p>		