

POST TITLE	HEAD TEACHER
DIRECTORATE	CHILDREN, EDUCATION AND JUSTICE SERVICES
SERVICE	SCHOOLS AND LIFELONG LEARNING
RESPONSIBLE TO	HEAD OF EDUCATION
NUMBER OF POST HOLDERS	1
ACTING UP/ SECONDMENT	

## MAJOR TASKS/JOB ACTIVITIES:

Main Responsibility of the post of Head Teacher: -

The Head Teacher is directly responsible to the Head of Education, for the running of the school and the provision of education for its pupils, in terms of the Education Acts, the current Schools (Scotland) Regulations and the policy of City of Edinburgh Council.

The Head Teacher is responsible for:

The formulation of the main curricular and social aims of the school, in consultation with other members of staff (including Directorate and Advisory Staff) as appropriate.

Ensuring the aims of the school and the main features of its organisation are known to all staff. This will include programmes of work in all the main curricular areas, giving due consideration to Council policy/guidance, of the methods and materials to be used.

The delegation of specific tasks, or areas of responsibility, to appropriate members of staff.

Holding regular meetings to discuss features of the school's curriculum, aims and organisation.

The welfare and career development of individual members of staff.

The welfare and progress of all pupils, so far as this relates to the business of the school.

The fostering of good relations with parents, with other local agencies, and with the community in general. This will include ensuring that pupils and their parents are familiar with the aims and objectives of the school.

The financial arrangements for the school: in particular devolved budgets and requisitioning, meals money, petty cash funds, and any other funds held by the school.

The ordering and replacement of all books, materials and equipment necessary for the work of the school, and the repair and maintenance of the fabric and contents of the school building.

The keeping of such records and the making of such returns, as are required by the current Schools (Scotland) Regulation, by the Scottish Education Department and by the Authority.

Any other appropriate tasks which may be required in connection with the work of the school, or of the Authority.

Candidates must have had suitable teaching experience and a wide interest in all aspects of education.

Candidates will be expected to have leadership qualities of the highest order and the ability to develop and maintain good relationships with all the various bodies involved.

Head Teachers, Depute Head Teachers will carry out their responsibilities to the extent that is necessary for their effective discharge. It is recognised that the execution of these duties does and will continue to require a reasonable and recurrent professional commitment beyond the normal working week.

There may be occasions when the duties of senior promoted staff will require to be carried out beyond the normal working year for teachers. The head teacher will be responsible to the education authority for making appropriate arrangements to deal with:

Any emergency situation arising during the school holidays

Action arising out of the reporting of examination results

Unforeseen administrative action required in respect of the management of the school's finances, supplies, personnel matters and building maintenance.

Annex B; 'Outline of Teachers Duties' is attached and should be read in conjunction with the job specification.

#### Annex B: 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 Senior Education Manager. 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.

#### **RESPONSIBLE FOR:**

Teaching and Support Staff

#### **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.

## Head Teacher Person Specification

	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>✓ Successful and varied teaching experience</li> <li>✓ Proven leadership and management experience and expertise at senior management level within an Education Service</li> <li>✓ Experience of leading school curriculum</li> <li>✓ Experience of establishing and developing school policies</li> <li>✓ Experience of managing the processes of school improvement</li> <li>✓ Experience of planning, progressing and reviewing the development of school staff</li> <li>✓ Working in partnership with parents and external agencies</li> <li>✓ Evidence of experience and expertise in relation to key characteristics of leadership in education, including:</li> <li>✓ Making considered decisions and taking responsibility for the outcomes</li> <li>✓ Delegating and sharing leadership</li> <li>✓ Encouraging, supporting and motivating people, including pupils, staff and parents</li> </ul>	<ul style="list-style-type: none"> <li>✓ Recent successful experience at Depute or Principal Teacher level</li> <li>✓ Successful leadership of strategic initiatives.</li> <li>✓ Relevant experience in more than one school</li> </ul>
<b>Knowledge, Skills and Understanding</b>	<ul style="list-style-type: none"> <li>✓ Knowledge of national and local authority policies and curriculum developments</li> <li>✓ Competence in key areas of Standard for Headship in Scotland or equivalent standard</li> <li>✓ Competent digital literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>✓ Counselling and arbitration skills</li> <li>✓ Experience of effectively developing digital literacy skills to enhance learning</li> </ul>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>✓ Appointment subject to current and full GTCS Registration</li> </ul>	<ul style="list-style-type: none"> <li>✓ Achieved or studying for Standard for Headship or approved equivalent additional professional qualification</li> </ul>

<b>Job Specific Requirements</b>	<ul style="list-style-type: none"> <li>✓ Commitment to an education service of the highest quality</li> <li>✓ Commitment of lifelong learning</li> <li>✓ Ability to communicate effectively</li> <li>✓ Ability to work under pressure</li> <li>✓ Ability to prioritise and delegate appropriately</li> <li>✓ Ability to develop and maintain good working relationships</li> </ul>	
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