

**POST
SCHOOL**

**DEPUTE HEAD TEACHER
St Thomas of Aquin's RC High School**

Headteacher (Acting)

Christopher Santini

School Address

12-20 Chalmers Street
Edinburgh,
United Kingdom
EH

Tel

0131 229 8734

Website

<https://www.st-thomas-of-aquins.org.uk/>

Roll

814

Number of staff

58 (teaching)

Management Structure

1 HT, 2DHTs, 3 PSLs, 1 SfLL, 10 CLs, 1 CL of WBH, 1 BM

Staff Managed by DHT

6

St Thomas of Aquin's vision is of a community where all belong, guided by honesty and compassion, aspiring to grow in faith and learning, and supporting each other to fulfil our God-given potential. The school and Faculty improvement cycle focusses on the leadership of staff and pupils to improve the learning experiences which will then translate into the best attainment and achievement outcomes for pupils. St Thomas of Aquin's is focussed on improving literacy and numeracy outcomes for all pupils; closing the attainment gap between the most and least disadvantaged pupils; improvement in pupils' health and wellbeing; and improvement in employability skills and sustained, positive school leaver destinations for all pupils.

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 senior leadership of the school. As such, the Depute Head Teacher would be expected to be a leading professional with the breadth of vision and range of skills necessary for the post. Please refer to the City of Edinburgh job specification for the skills and qualities for the post of Headteacher/Depute Headteacher.

The senior leadership team at St Thomas of Aquin's consists of a Headteacher, soon to be 3 Depute Headteachers, and a Business Manager. The team is aspirational, conscientious, open-minded, and flexible. Please find below a draft remit for the Depute Head Teacher post that is being advertised.

The advertised 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. Salaries will be in accordance with the Scheme of Salaries and Conditions of Service for Teaching Staff in School Education.

Please ensure you have contacted The Archdiocese of St Andrews and Edinburgh so they can support you with the Catholic Approval for the specific post you are applying for: <https://archedinburgh.org/> . It is important that candidates have Catholic Approval in place prior to being interviewed.

For further information regarding St Thomas of Aquin's RC HS please refer to the school website: <https://www.st-thomas-of-aquins.org.uk> and contact the Headteacher: Christopher.Santini@st-thomasaquins.edin.sch.uk

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' self-evaluation process

To contribute effectively to the delivery of the school's improvement plan

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 pupils and staff, including teaching and non - teaching staff.

Support student placements.

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 curriculum

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 designated members of staff.

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 unpromoted, 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 positive 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.

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.

St Thomas of Aquin's RC High School
Draft Depute Head Teacher remit

Support the Pupil Equity Funding plan

Lead on the tracking and monitoring, to raise attainment, of targeted S1-S6 pupils: including SIMD 1+2, FME, EAL, Care Experienced, and Young Carers

Lead on 1.5 analysis and evaluation

Strategic Lead for the rationale and design, development, programmes, and transition of the curriculum.

Strategic Lead and oversight for all S1-S5 coursing

Strategic link for school timetabler

P5-7 curricular transition projects

Lead on policy updates and communication of BrBbBl

Website Communication with parents: strategically and operational support the updating of Faculty pages ensuring a consistent approach to BGE and SP curriculum plans and SQA advice. Planning and completion of 2 school newsletters per year: (December) and (June)

Strategic lead on planning and implementation of Key Adult classes with a focus on uniform checks, absence anomalies, and iPad checks. A no mobile phone experience..

Lead on Data Suite BGE and SP Tracking analysis and Prelim analysis and next steps

Tracking of achievement of S1-S6 pupils via Key Adult classes Lead on implementing a system to capture and celebrate S1-S6 pupil achievement (at least twice a year) at St Thomas of Aquin's

Senior awards ceremonies and Junior assemblies lead – planning, organisation, and communication.

Schools co-ordinator to plan for lunchtime and after school clubs + analysis of 6 monthly S1-S6 achievement surveys.

Strategic lead on school fieldtrips and excursions