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| POST TITLE | DEPUTE HEAD TEACHER |
| DIRECTORATE | COMMUNITIES AND FAMILIES |
| SERVICE | SCHOOLS & LIFELONG LEARNING |
| RESPONSIBLE TO | HEAD TEACHER |

POST: DEPUTE HEAD TEACHER
SCHOOL: Sciennes Primary School

Section 1: Background information

Headteacher: Sharon McGhee
School Address: 9 Sciennes Road, Edinburgh EH91LG
Tel: 0131 6671243
Website: www.sciennesprimaryschool.com
E-mail: admin@sciennes.edin.sch.uk
School Roll: 650 (Including St Leonard's Nursery)
Staffing Structure: The Senior Leadership Team comprises the Headteacher, 3 Depute Heads, Principal Teacher and a Business Manager. Total staffing complement is made up of 18 FTE Teaching Staff and 13 FTE Support Staff. There are 2 Support for Learning Leader)
Staff Managed by DHT 8 FTE Teaching Staff
Teaching time: 1 day

History and Description of the School:

Our school first opened its doors in 1892. Now in 2024, we provide high quality learning experiences for over 650 children in our Victorian building, newly built annexe designed with Passivhaus technology, and in St Leonard's, our off-site Nursery, based in the Pleasance.

School Improvement Plan:

At Sciennes we want our children to thrive. Our key School Improvement Priorities for next year includes

- living our learning and teaching policy
- promoting and developing Oracy
- continuing our work on developing an anti racist curriculum
- engaging with CALM training and updating our relationships policy
- engaging our families with Sciennes Counts our mental agility guidelines

- **ensuring our playground is a happy place to be.**

Section 2: Job Outline

The DHT will manage and lead a team of teaching staff within Sciennes Primary School to ensure high quality teaching and learning with the ultimate aim of maximising attainment for all pupils. S/he will work as the link for a number of Faculties with a specific remit to take a lead role in line managing them.

The DHT will be an active member of the senior leadership team who will be responsible for the development, implementation and monitoring of effective teaching and learning policies and procedures within the allocated departments. S/he needs to remain aware of current theories and practice relating to effective classroom teaching and an ability to ensure that appropriate implementation occurs within these departments as they focus on school, Council and National priorities.

The DHT will undertake the duties outlined for all teachers as set out in 'A Teaching Profession for the 21st Century'.

The DHT will undertake specific duties related to the following:

- a) responsibility for the leadership, good management and strategic direction of colleagues
 - to oversee the actions to address the whole-school improvement plan including self-evaluation, monitoring and evaluating and the National Improvement Framework
 - to lead the improvement of attainment across the whole school
 - to be responsible for the planning and strategic direction of a number of faculties within whole school priorities.
 - to prepare, develop, promote and implement whole school improvement plans
 - to be involved in the recruitment of staff
- b) curriculum development and quality assurance
 - to take a lead role in the development of whole-school learning and teaching
 - to promote, develop, implement and monitor school policies related to teaching and learning
 - to work with and advise colleagues in a professionally supportive and practical manner to ensure best practice in the classroom
 - to oversee faculty Improvement Plans and monitor their progress
 - to co-ordinate assessment and reporting systems (including Monitoring & Tracking)
 - to oversee and co-ordinate whole-school mentoring approaches
 - to be the lead whole-school timetabler
 - to oversee ICT in the curriculum
- c) co-ordinate all aspects of Support for Pupils

- to co-ordinate Pupil Support arrangements (including general policy)
 - to act as the chair of the PSG and of Pupil Support team meetings
 - to manage the work of the Pupil Support team including remits and additional responsibilities
 - to oversee ASL provision, working with the SfLL
 - to act as the Designated Member of Staff for Child Protection
 - to support colleagues in the effective implementation of the school's behaviour management policies
- d) the management and guidance of colleagues
- to lead a number of faculties – [*insert as appropriate*] (including undertaking regular Shared Classroom Experience activities)
 - to act as Student Regent/School Induction Manager
 - to ensure that colleagues are familiar with whole-school policies and the whole school improvement plan
- e) reviewing the CPD needs, careers development and performance of colleagues
- to co-ordinate the CPD Programme (including Professional Review & Development)
 - to carry out professional reviews within the relevant faculties and with other line management responsibilities
- f) the provision of advice, support and guidance to colleagues
- to initiate professional discussion, as appropriate, relating to theories, practices and research information on teaching and learning strategies
 - to co-ordinate the school's approaches to equality, diversity and inclusion
 - to co-ordinate key 'logs': attendance, exclusions, anti-bullying, racism, drug incidents, violent incidents
- g) working in partnership with colleagues, parents, other specialist agencies and staff in other schools as appropriate
- to co-ordinate primary-secondary links (including membership of the Cluster Management Group)
 - to co-ordinate all SQA arrangements (including timetabling for exams S4-S6)
 - to promote and implement effective links with external agencies (eg [*insert as appropriate*])
 - to co-ordinate whole-school events (eg [*insert as appropriate*])
 - to co-ordinate arrangements for educational excursions
- h) the management and guidance of pupils
- to supervise enrolments S1-S6
 - to act as SLT link for specified Houses/year groups [*delete as appropriate*], working closely with the relevant PSLs
 - to have an overview of UCAS arrangements

- to take a lead role within the school's behaviour management policy, including dealing with exclusions and re-admissions

i) to carry out all other duties as agreed with the headteacher

Section 3: Any special requirements

The DHT will have significant relevant experience as a teacher and have achieved the highest level of professionalism in the classroom as well as in middle/senior leadership roles.

The DHT must be able to demonstrate an ability to create, motivate and work effectively within a team and organise workload to meet deadlines. Good management liaison, communication and presentational skills and a commitment to maximising pupil progress are essential to this post.

The DHT should demonstrate:

- proven ability to form good relationships with pupils, parents, staff and the wider community
- enthusiasm, energy, commitment, initiative, optimism and flexibility
- an empathy with pupils
- a commitment to personal development

Section 4: Additional Information

The City of Edinburgh Council is an equal opportunities employer and will prevent discrimination, particularly on the grounds of sex, marital status, race, colour, religious belief, political belief, sexuality, nationality, ethnic origin, age, trade union activity, responsibility for dependants or employment status.

Note: Candidates are required to be registered, or eligible to be registered with, the General Teaching Council for Scotland (GTCS).