

City of Edinburgh Council job description

Post title	Depute Head Teacher
Directorate	Children & Families
Service	Education
Responsible To	Head Teacher
Number of post holders	2

Purpose of the Job

We are seeking an enthusiastic and passionate Depute Headteacher to join our team on a permanent basis. The successful candidate will bring strong leadership skills, high-quality teaching expertise, including significant knowledge of ASN and GIRFEC. The successful candidate will have a commitment to improving outcomes for all learners, with a passion for supporting our inclusive school ethos.

As Depute Headteacher, the successful candidates will lead curriculum development and will lead on aspects of our School Improvement Plan, working in partnership with our children, families and wider school community.

The Depute Head Teacher will support the Head Teacher in the overall running of the school, working in partnership with the wider community, including parents, carers and visiting professionals.

The how - knowledge and skills, creativity and innovation, contacts and relationships, decision making

Demonstrates self-awareness and inspires and motivates others.

Judges wisely and makes appropriate decisions.

Communicates effectively.

Demonstrates political insight.

The what - major tasks and job activities

The successful candidate will have the following responsibilities:

1. Line management responsibility for identified classes in the primary, supporting staff induction programmes and managing absence cover as required.
2. Support the GIRFEC planning process by chairing Child Planning Meetings and developing a Child's Plan for learners across Primary.

3. Lead Primary Teacher staff meetings and support Class Team meetings, as required.
4. Lead Primary Assemblies.
5. Communication with parents via letter, phone, in person meetings.
6. Support curriculum planning in the Broad General Education.
7. Lead, challenge, encourage and support staff in learning and teaching across the Primary.
8. Support the Quality Assurance Programme across the school, with and overview of the SQIP and taking a lead in a Development Group.
9. Monitoring and evaluation of learning and teaching – ensuring robust processes are in place for planning, tracking and monitoring and assessment.
10. Monitoring of Forward Plans across Primary.
11. Key role for the pastoral support of children in the primary, including overview of Behaviour Support Plans, Risk Assessments, Profiles of Need and Therapy Profiles.
12. Support the recruitment and selection of staff.
13. Lead Transition Programme Nursery to P1.

Environment - work demands, physical demands, working conditions, work context

Braidburn School is situated in the South-West of Edinburgh. Braidburn is part of the Firhill Campus along with Oxfangs Primary School and Firhill School. Braidburn School provides a positive learning environment for learners aged 3-18 years where the presumption of mainstream cannot be met. Learners require a significantly modified learning environment. The needs of learners are primarily associated with intellectual disability and visual, sensory, health and medical needs. A significant number of learners have a diagnosis of Autistic Spectrum Disorder (ASD).

Facilities in Braidburn include specialist classrooms, a soft playroom, sensory circuits room, therapy rooms, wellbeing room, medical suite, dental room, hydro-therapy pool, gym facilities, conference room and community room. The north facing playground has been developed with the addition of fixed play equipment in recent years.

The maximum school roll, including the nursery is 136 learners. During session 2026 -27, the Primary department will comprise seven primary classes: with a further nine classes based in the Secondary department.

Conditions of Service are those of the National Scheme of Salaries and Conditions of Service for Teachers and Associated Professionals as adopted and amended by CEC. Hours of Work, the normal working year for teachers is 195 days of which 190 days coincide with the school year for pupils. The remaining 5 days are allocated to duties as planned by the council.

Supervision and management of people

As Depute Headteacher, you will form part of a large team of teaching and non-teaching staff, working alongside a Senior Leadership Team comprising of a Head Teacher, 2x Depute Headteachers, 3 x Principal Teachers and a Business Manager. The successful candidate will have stage responsibility of either P1-P4 or P5-P7.

Resources the job holder will be responsible for

Manage allocated resources proactively and effectively to meet the needs of children across the school.

Identify priorities within the School Improvement Plan and allocate resources appropriately.

Set expectations and ensure resources are allocated in a fair and consistent way.

Establish and use systems to monitor the use of resources within areas of responsibility.

Additional information - health and safety (DO NOT AMEND THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees' responsibilities:

1. Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
2. Co-operating with management and following instructions, safe systems and procedures.
3. Reporting any hazards, damage or defects immediately to their line manager;
4. Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).