

THE MORAY COUNCIL EDUCATIONAL SERVICES

Depute Head Teacher – Job Description

Specific Responsibilities

“A Teaching Profession for the 21st Century” sets out the outline duties of a Depute Head Teacher as follows:

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

General Areas of Responsibility:

“A Teaching Profession for the 21st Century” sets out the outline duties of a 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 Educational Services. The Head Teacher shall be accountable to the Education Authority for the following list of duties as can reasonably be attached to the post:

- (a) responsibility for the leadership, good management and strategic direction of the school
- (b) responsibility for school policy for the behaviour management of pupils
- (c) the management of all staff, and the provision of professional advice and guidance to colleagues
- (d) the management and development of the school curriculum
- (e) to act as adviser to the School Board and to participate in the selection and appointment of the staff of the school
- (f) to promote the Continuing Professional Development of all staff and to ensure that all staff have an annual review of their development needs
- (g) working in partnership with parents, other professionals, agencies and schools
- (h) to manage the health and safety of all within the school premises

Key Duties Associated with Specific Areas of Responsibility:

(a) Leadership, management and strategic direction of colleagues:

It is expected that, for their areas of delegated responsibility, Depute Head Teachers will:

- Deputise for the Head Teacher
- Manage the day to day running of the school
- Have direct line management responsibility for Principal Teachers
- Have direct line management responsibility for support staff

- Co-ordinate Continuing Professional Development and Professional Review and Development procedures
- Review Continuing Professional Development needs as part of the Professional Review and Development, the career development, welfare and performance of colleagues
- Be responsible for the strategic management of delegated budgets
- Assume appropriate responsibility for health and safety
- Assist the Head Teacher with the selection and recruitment of staff
- Be involved in implementing the Authority's discipline and grievance procedure
- Implement relevant national and Council policies

(b) Curriculum development and quality assurance

It is expected that, for their areas of delegated responsibility, Depute Head Teachers will:

- Co-ordinate the review, development and implementation of curricular policy
- Monitor and evaluate learning and teaching
- Contribute to the process of self-evaluation, including the management of school development planning, and assuming responsibility for leading specific developments
- Implement and evaluate quality assurance procedures, including contributing to the process of Standards and Quality Report writing.

(c) Whole school policy and implementation:

It is expected that, for their areas of delegated responsibility, Depute Head Teachers will:

- Manage the development, implementation and review of school policy, including: learning and teaching; pupil assessment and attainment; pastoral care, pupil welfare and support; behaviour management

(d) Working with partners

It is expected that, for their areas of delegated responsibility, Depute Head Teachers will:

- Undertake the strategic direction of colleagues in the same establishment
- Liaise with colleagues from other establishments and education providers
- Liaise with outside agencies
- Promote the school within the community and act as strategic link with that wider community as appropriate
- Manage the school's strategies for communication/liaison with parents and carers

Allocation of Duties:

Depute Head Teachers are accountable to the Head Teacher and, in turn, through him/her to the Director of Educational Services.

Taking into account the policies of the Educational Services Department, Head Teachers will determine the key areas of responsibility and management duties of Depute Head Teachers, which will be subject to review, as required. Any change to these duties will follow a process of negotiation with individual colleagues.

Duties must be capable of being undertaken within contractual time and will have regard to teacher workload.

Salary:

The salary of the Depute Head Teacher will be determined by applying the job-sizing toolkit agreed by the Scottish Negotiating Committee for Teachers (SNCT).

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Post of Depute Head Teacher – Person Specification

Selection Criteria	Essential: Acceptable levels for effective job performance	Desirable: The attributes of the ideal candidate
Qualifications	As required by GTC	Additional qualifications; education management qualifications
Previous Experience	Extensive and successful experience of teaching classes across the age range and ability range	Previous experience in a promoted post. Good ICT skills, competent in use of ICT to support whole school management tasks
Professional Development	Evidence of recent involvement in professional development activities relevant to a senior manager post	Has breadth of involvement in key issues; has experience in leading development activities for other colleagues
Leadership	Ability to lead an effective team and support colleagues through clear strategic direction	Experience of leading and working with others to achieve successful outcomes
Management Skills	Ability to work with others; highly effective resource organisation, including ability to manage delegated budgets effectively; ability to assume responsibility for specific tasks and deliver successful outcomes	
Communication Skills	Highly skilled in communication and able to communicate clearly in a range of formats and situations	Is articulate with good language skills; ability to communicate with, and support, colleagues; evidence of use of ICT to enhance communications
Interpersonal Skills	Consultative, good listener, courteous, tactful. Shows clear empathy to young people, to staff and to parents.	Has experience of motivating and supporting stage/departmental colleagues, young people and, where applicable, parents
Implementing Change	Has considerable experience in leading a wide range of current developments; has shown clear ability to contribute knowledgeably to discussion of same	Ability to help lead stage/departmental developments; has experience of carrying through a development to a successful conclusion
Curriculum (in appropriate areas – stage/subject/PSHE)	Clear knowledge of current curricular issues; clear commitment to the process of self-evaluation, including School Development Planning	Successful involvement in implementing some major curricular initiatives
Ethos	Ability to foster a positive ethos; demonstrates a high level of commitment to all aspects of school life	Evidence of previous experience in creating a positive ethos
Relationships with Pupils	Has experience of promoting good order and discipline within the parameters of school policy; ability to motivate young people; shows strong commitment to pastoral care and welfare of pupils	Willingness to contribute to the wider life of the school
Relationships with Parents and the Community	Shows evidence of establishing positive relationships with parents and the community	Experience of managing a school-community project
Whole School Involvement	Has considerable experience of working in cross curricular groups	Experience of managing a curricular project or whole school tasks relating to the school development plan