



## **5. DUTIES TYPICALLY INCLUDE:**

### **5.1 Leadership, Good Management and Strategic Direction of Colleagues**

- 5.1.1 Deputise for the Head Teacher as required.
- 5.1.2 Manage the day to day running of the school.
- 5.1.3 Have direct line management responsibility for Principal Teachers within areas of responsibility.
- 5.1.4 Be responsible, under Aberdeenshire's devolved arrangements, for the strategic management of finance and effective deployment of resources.
- 5.1.5 Assist with the selection and recruitment of staff.
- 5.1.6 Be involved in implementing Aberdeenshire's personnel policies and procedures.
- 5.1.7 Implement relevant national, council, school and cluster policies.
- 5.1.8 Manage and promote a positive school ethos in accordance with the agreed aims and values of the school.
- 5.1.9 Provide professional support and guidance to staff.
- 5.1.10 Consider and address issues related to the welfare and well-being of staff.

### **5.2 Curriculum and Quality Development**

- 5.2.1 Support and develop the delivery of the five National Priorities in education and Aberdeenshire Education, Learning & Leisure Service Plan.
- 5.2.2 Co-ordinate the development, implementation and review of the Curriculum.
- 5.2.3 Manage and implement the agreed curriculum through an effective timetabled provision.
- 5.2.4 Review the CPD needs of staff, for whom there is a line management responsibility as defined in Aberdeenshire's Professional Development and Review Scheme for Teachers (PDRS) and Employee Development and Review Scheme (EDRS).
- 5.2.5 Implement Aberdeenshire's quality assurance procedures for schools.
- 5.2.6 Monitor and evaluate the work of the school.
- 5.2.7 Assist with the preparation and implementation of the annual improvement plan and summary of that plan.

### **5.3 Whole School Policy and Implementation**

- 5.3.1 Manage the school's policy development strategy.
- 5.3.2 Manage the development and implementation of school policy on learning and teaching.
- 5.3.3 Manage the development and implementation of school policy on pupil assessment and

attainment.

- 5.3.4 Manage the development and implementation of school policy on pupil support, pastoral care and welfare.
- 5.3.5 Manage the development and implementation of school policy on behaviour management.
- 5.3.6 Manage the health and safety of all within the school premises.

#### **5.4 Working with Partners**

- 5.4.1 Manage the development and implementation of the school's strategy for communicating with parents/carers.
- 5.4.2 Oversee and give strategic direction to colleagues from partner agencies working in the establishment.
- 5.4.3 Liaise with other education providers and outside agencies.
- 5.4.4 Implement Aberdeenshire's policies on Inclusion and Children's Services.
- 5.4.5 Promote the school within the community.

5.5 **Learning and Teaching:** To contribute to the delivery of a quality education to pupils in accordance with authority and school policies through:

- 5.5.1 Personal professional example
- 5.5.2 Providing colleagues with support and advice as required
- 5.5.3 Continuing awareness of research and other current developments and their relevance for improving learning and teaching.

The Head Teacher, following consultation, will determine each Depute Head Teacher's specific areas of responsibility, teaching commitments and senior management duties. Duties must be capable of being carried out within contractual times.

**NB - The duties of teachers are contained in Part 2 Section 2 of the new SNCT handbook, and apply equally to all teachers.**

The purpose of a Job Description is to indicate the general level of duties and responsibilities, not to form an exhaustive list of detailed activities