PERTH AND KINROSS COUNCIL

JOINT NEGOTIATING COMMITTEE FOR TEACHING STAFF

LOCAL AGREEMENT

“Generic Head Teacher Job Profile”

In terms of the Local Recognition and Procedure Agreement, it is accepted by all signatories acting on behalf of the Council and the recognised unions that this agreement is a binding local agreement effective from 20 June 2017. This supersedes relevant provisions within the National Agreement and constitutes a formal amendment to the terms and conditions of employment for teaching employees within Perth & Kinross Council.

Sheena Devlin (Director of Education & Children’s Services), on behalf of Perth & Kinross Council.

[Signature]

Carolyn Weston (EIS), on behalf of the Teachers’ Trade Unions

[Signature]
PERTH AND KINROSS COUNCIL

JOINT NEGOTIATING COMMITTEE FOR TEACHING STAFF

Tuesday 20 June 2017

GENERIC HEAD TEACHER JOB PROFILE

Report by Corporate Human Resources Manager

PURPOSE OF REPORT – For Approval

This report presents a generic job profile for Head Teachers for approval by the Joint Negotiating Committee for Teaching Staff.

1 BACKGROUND

1.1 In March 2016, the process for appointing Head Teachers and Depute Head Teachers was revised and has provided improved support and guidance to Interview Panels. At that time, a generic job profile was developed.

1.2 A separate report was also submitted to the Lifelong Learning Committee on 9 March 2017 providing an update on the appointment process.

1.3 The generic profile for Head Teacher was discussed at the last Joint Negotiating Committee for Teaching Staff on 21 March 2017. The attached generic job profile in Appendix 1 has now been revised to update language, making it as generic as possible to ensure consistency across the Service and when recruiting new Head Teachers.

2 CONSULTATION

2.1 The Teachers’ Trade Unions have been consulted in preparation of the revised Head Teacher job profile.

3 CONCLUSION AND RECOMMENDATION

3.1 This report presents a generic job profile for Head Teachers which would be implemented with immediate effect.
Perth & Kinross Council

Job Profile

Job Title  Head Teacher
Service    Education & Children's Services
Grade      Head Teacher
Location
Reports to  Head of Education (Early Years and Primary/Secondary and Inclusion)

Responsible for Promoted and Unpromoted teaching staff and non teaching staff in School

Job Purpose
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 Education & Children’s Services. The Head Teacher will 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:

Main Accountabilities as Head Teacher

- responsibility for the leadership, good management and strategic direction of the school, including contributing to wider campus leadership matters.

- management of all staff, and provision of professional advice and guidance to colleagues.

- management and development of the school curriculum 3-18.

- responsibility for school policy for the behaviour management of pupils.

- work in partnership with parents/carers, other professionals, agencies and schools.

- adviser to the Parent Council and participation in the selection and appointment of staff to the school.

- manage the health and safety of all within the school premises.
You must:-

- Be able to establish and sustain a positive rapport and relationship with staff, pupils and parents.
- Have a solution-orientated approach to managing sensitive and/or challenging situations.

**Health & Safety**

You must :-

- Be able to cope with the demands of the job and attend on a regular basis.
- Have an awareness of Health and Safety issues as they affect you and others, and comply with all relevant Health and Safety legislation.

**Equality & Dignity at Work**

You must :-

- Be able to demonstrate a commitment to the policy and practices of inclusion.
- Be able to treat pupils, colleagues, parents and the community in accordance with the Council’s policies on equalities and dignity at work.

**Communications**

You must :-

- Be able to communicate and liaise effectively and sensitively with staff, parents, pupils and the wider community.
- Have effective oral and written communication skills.

**Flexibility**

You must :-

- Be committed to being involved in the life and work of the whole school community.
- Be committed to the development of civic and cultural life through the use of the School/Campus.

**Achievement of Results**

You must :-

- Have evidence of a commitment to raising standards and promoting effective learning and teaching.
- Be innovative and able to effectively plan and co-ordinate developments.
- Be able to manage change and improvement effectively.
- Be able to demonstrate an understanding of and commitment to the development of leadership at all levels.

**Quality**

You must:-

- Be able to demonstrate a commitment to educational vision and values.
- Have experience in promoting self evaluation to enhance the capacity for continuous improvement.