



## LNCT 13 – Job Description – DHT Primary

December 2018

Subject to the policies of the school and Inverclyde Council, Depute Head Teachers (DHTs) have a responsibility to carry out the duties contained in the [SNCT Handbook, Part 2, section 2.11.](#)

### Allocation of duties

DHTs will work under the overall direction of the Head Teacher in accordance with the policies of the school and Inverclyde Council.

The Head Teacher will determine, from sections A, B, C and D below, specific areas of responsibility and management duties which, following negotiation, may vary as required. It is not intended that DHTs carry out all of the duties detailed below but should have responsibilities for agreed areas listed in each section. The assigned duties must be capable of being undertaken within contractual time, having regard to workload and management time allocation.

### Key duties associated with specific areas of responsibility

*A. Leadership, management and strategic direction in areas of work in the school*

Within their agreed areas of responsibility, together with SMT, DHTs will:

- Deputise for the Head Teacher as required
- Contribute to the management and day to day running of the school

- Have direct line management responsibility for Principal Teachers
- Contribute to the strategic management of finance and effective deployment of resources
- Assist in the management of the health and safety of all within the school premises
- Select and recruit staff according to agreed recruitment procedures
- Assist in the operation of the Council's discipline and grievance procedures
- Implement national, authority and school policies.

*B. Curriculum development and quality improvement*

Within their agreed areas of responsibility, with SMT colleagues, DHTs will:

- Coordinate the development, implementation and review of curricular policy
- Coordinate the Career Long Professional Learning (CLPL) procedures
- Review the CLPL needs, career development, welfare and performance of colleagues
- Implement delegated aspects of whole school quality procedures
- Develop, manage, and implement agreed areas of the school strategic improvement plan
- Have responsibility for specified curricular areas.

*C. Whole school policy implementation*

Within their agreed areas of responsibility, with SMT colleagues, DHTs will:

- Develop, implement, and review school policies in line with local and national initiatives

*D. Working with partners*

Within their agreed areas of responsibility, with SMT colleagues, DHTs will:

- Manage the school's strategy for communicating with parents/carers and the wider community
- Promote the school within the community
- Liaise with other education providers
- Liaise with outside agencies.