



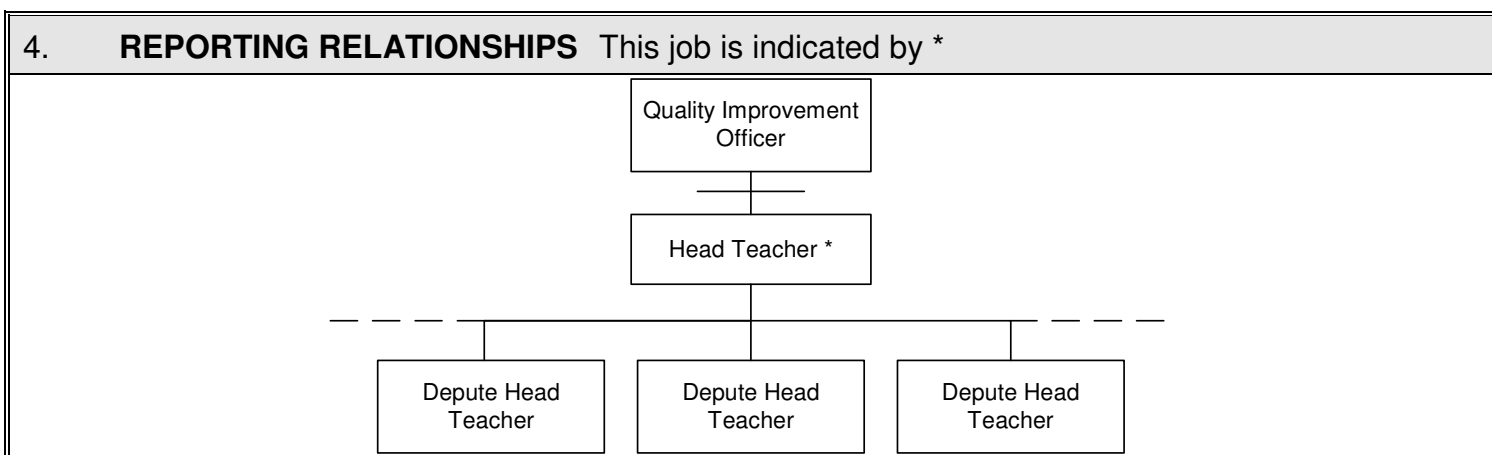
**JOB DESCRIPTION**

Date: 8/11/2007

<b>1. JOB IDENTITY</b>	
<b>POST TITLE:</b> Head Teacher	<b>SERVICE:</b> Education, Learning & Leisure
<b>SECTION:</b> Education	<b>LOCATION:</b> ___ Primary
<b>REPORTS TO:</b> Quality Improvement Officer	

<b>2. JOB PURPOSE AND WAY OF WORKING</b>	
2.1	To bring leadership, good management and strategic direction to the school.
2.2	To conduct the affairs of the school to the benefit of the pupils and community it serves.
2.3	To take responsibility for whole school policy, its implementation and evaluation.
2.4	To manage and develop the school curriculum and learning and teaching provision.
2.5	To develop, articulate and promote an agreed set of values for the school.

<b>3. MAJOR TASKS</b>	
3.1	Leadership, Good Management and Strategic Direction of Colleagues: Lead, manage and support staff in pursuing the agreed objectives of the school and the Authority and implementing all agreed policies.
3.2	Curriculum and Quality Development. To ensure that the needs of the school community are met by the provision of an appropriate high quality curriculum.
3.3	Whole School Policy and Implementation. To lead the development of whole school policies and their subsequent implementation and evaluation.
3.4	Working with Partners. To develop good partnerships and relationships with external partners and stakeholders and to promote the inclusive school in the community.
3.5	Learning and Teaching. To contribute to the delivery of a quality education to pupils in accordance with authority and school policies.



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

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

- 5.1.1 Manage the day to day running of the school
- 5.1.2 Manage all staff and ensure the provision of professional advice and guidance to colleagues.
- 5.1.3 Responsible for school policy for the behaviour management of pupils.
- 5.1.4 Responsible, under Aberdeenshire's devolved arrangements, for the strategic management of finance and effective deployment of resources.
- 5.1.5 Responsible for the recruitment and selection of staff.
- 5.1.6 Responsible for implementing Aberdeenshire's personnel policies and procedures.
- 5.1.7 Responsible for implementing 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.
- 5.1.11 Act as an advisor to the Parent Council / Forum.

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

- 5.2.1 Ensure the delivery of the five National Priorities in education and Aberdeenshire Education, Learning & Leisure Service Plan.
- 5.2.2 Ensure on-going development and review of the curriculum.
- 5.2.3 Manage and implement the agreed curriculum through an effective timetabled provision.
- 5.2.4 Promote the continuing professional development of all staff through 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 Prepare and implement the annual development plan and summary of that plan.

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

- 5.3.1 Lead, develop, manage and evaluate all school policies.
- 5.3.2 Responsible for the health and safety of all within the school premises.

### **5.4 Working with Partners**

- 5.4.1 Work in partnership with parents, other professionals, agencies and schools.
- 5.4.2 Develop and implement a school's strategy for communication with and involving parents/carers.
- 5.4.3 Promote the involvement of pupils in school affairs.
- 5.4.4 Liaise with other education providers and agencies.
- 5.4.5 Implement Aberdeenshire's policies on Inclusion and Children's Services.
- 5.4.6 Promote the school within the community.

## **5.5 Learning and Teaching**

**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.

**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