

**EAST RENFREWSHIRE LNCT AGREEMENT**

**DHT GENERIC REMIT**

November 2003



*Education Department*

## 1. DEPUTE HEAD TEACHER DUTIES

- 1.1 The duties of a Depute Head Teacher working in East Renfrewshire Council are drawn from the outline duties for Depute Head Teachers set out in Annex B of the agreement “*A Teaching Profession for the 21<sup>st</sup> Century*”.

*“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.”*

- 1.2 The agreement 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 Education. The Head Teacher shall be accountable to the education authority for the following list of duties and for such 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 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.”*

## 2. KEY RESPONSIBILITY AREAS

- 2.1 The following four key responsibility areas for promoted posts established by the Scottish Negotiating Committee for Teachers, apply to all Depute Head Teacher posts within East Renfrewshire Council.

- Responsibility for the leadership, good management and strategic direction of colleagues.
- Responsibility for curriculum and quality development.
- Responsibility for whole school policy and implementation.
- Responsibility for working with partners.

- 2.2 The duties of teachers will apply also to Depute Head Teachers. Teaching commitment will be determined by the Head Teacher.

- 2.3 The salary of a Depute Head Teacher will be determined by applying the job-sizing toolkit agreed at the SNCT.

**3. KEY MANAGEMENT DUTIES WITHIN ALLOCATED AREAS OF RESPONSIBILITY**

**3.1 Leadership, Good Management and Strategic Direction of Colleagues**

- a) Deputise for the Head Teacher as required.
- b) Manage the day to day running of the school.
- c) Have direct line management responsibility for Principal Teachers within areas of responsibility.
- d) Be responsible for the strategic management of finance and effective deployment of resources.
- e) Manage the health and safety of all within the school premises.
- f) Assist with the selection and recruitment of staff.
- g) Be involved in implementing the council's disciplinary and grievance procedures.
- h) Implement relevant national, council, school and cluster policies.

**3.2 Curriculum and Quality Development**

- a) Co-ordinate the development, implementation and review of curricular policy.
- b) Co-ordinate CPD procedures.
- c) Review the CPD needs, career development, welfare and performance of colleagues within the Professional Review and Development process.
- d) Implement delegated aspects of whole school quality procedures, including monitoring the work within designated areas.
- e) Assist with the development, management and implementation of the school plan.
- f) Disseminate examples of good practice.

**3.3 Whole School Policy and Implementation**

- a) Manage the school's policy development strategy.
- b) Manage the development, implementation and review of school policy on learning and teaching.
- c) Manage the development, implementation and review of school policy on pupil assessment and attainment.
- d) Manage the development, implementation and review of school policy on pupil support, pastoral care and pupil welfare.
- e) Manage the development, implementation and review of school policy on behaviour management.

**3.4 Working with Partners**

- a) Manage the school's strategy for communicating with parents/carers.
- b) Undertake the strategic direction of colleagues in the same establishment.
- c) Promote the school within the community.
- d) Liaise with other education providers.
- e) Liaise with, and facilitate liaison with outside agencies.

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**4. ALLOCATION OF DUTIES**

- 4.1 Depute Head Teachers in East Renfrewshire Council will work under the direction of the Head Teacher in accordance with the policies of the school, and Education Department.
- 4.2 Following consultation, the Head Teacher will determine each Depute Head Teacher's areas of responsibility, teaching commitment and senior management duties, which may vary as required. Duties will be capable of being carried out within contractual time and will have regard to teacher workload.