



SOUTH AYRSHIRE COUNCIL

**JOINT NEGOTIATING
COMMITTEE FOR TEACHERS**

**Agreed Remits
(JNCT1.7)**

| | |
|-----------------|---|
| JOB DESCRIPTION |  |
| JOB TITLE | Head Teacher |
| RESPONSIBLE TO | Director of Education |
| DIRECTORATE | Educational Services |
| DATE | Agreed in April 2012 |
| GRADE | Head Teacher Spine |

Job Purpose

The duties of a Head Teacher as set out in Section 2 – Main Duties of the SNCT Handbook are, within the resources available, to conduct the affairs of the school to the benefit of the pupils and the community it services, through pursuing objectives and implementing policies set by the Council under the overall direction of the Director of Education. The Head Teacher shall be accountable to the Council for the following list of duties and for such other duties as can be reasonably attached to the post:

- Responsibility for the leadership, good management and strategic direction of the school.
- Responsibility for school policy regarding behaviour management of pupils.
- The management of all staff, and the provision of professional advice and guidance to colleagues.
- The management and development of the school curriculum.
- To act as adviser to the Parent Council and to participate in the selection and appointment of the staff of the school.
- To promote the continuing professional development of all staff and to ensure that all staff have an annual review of their development needs.
- Working in partnership with parents, other professionals, agencies and schools.
- To manage the health and safety of all within the school premises.

KEY RESPONSIBILITY AREAS

The following **four** key responsibility areas for promoted posts established by the SNCT, apply to all Head Teacher posts.

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

The Standard for Full Registration and the Standard for Headship as agreed by the GTCS is applicable and is used to support the definition of the specific duties outlined below in the duties associated with Head Teachers' Management Responsibilities.

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

ALLOCATION OF DUTIES

Head Teachers will work under the direction of the Director of Educational Services or appropriate Head of Service in accordance with the policies of South Ayrshire Council.

The duties allocated must be capable of being undertaken within contractual working time and have appropriate regard to workload.

DUTIES ASSOCIATES WITH HEAD TEACHERS' MANAGEMENT RESPONSIBILITIES

Leadership, Good Management and Strategic Direction of Colleagues

- Have management responsibility for allocated teaching, pastoral care and support staff. This to include the appropriate implementation of all relevant conditions of service including disciplinary and grievance procedures
- Have management responsibility for and provide advice to students and probationer teachers.
- Have management responsibility for and provide for the Professional Review and Development of colleagues.
- Have management responsibility for the school's agreed absence cover policy
- Have management responsibility for the authority's agreed scheme of DMR and be responsible for allocated budgets and the effective deployment of resources.
- Have management responsibility for all of the school's health and safety requirements.
- To participate in the selection and recruitment of staff according to agreed recruitment procedures.
- Monitor the welfare of colleagues.
- Review the performance of colleagues.
- Consult fully with staff on the formulation, implementation and evaluation of school policies.

Curriculum and Quality Improvement

- Manage and develop the curriculum in accordance with the policies of the local authority and taking account of relevant advice from Scottish Government, Education Scotland, SQA and other relevant agencies
- Be responsible for efficient arrangements for school timetable
- Be responsible for the efficient management and development of the school ICT strategy
- Manage, monitor and evaluate Quality Improvement according to agreed procedures.
- Be responsible for the management and monitoring of the School Improvement Plan.

Whole School Policy and Implementation

- Develop and manage the implementation of policy on Learning and Teaching.
- Develop and manage the implementation of policy on pupil assessment and attainment.
- Develop and manage the implementation of policy on guidance, pastoral care, pupil welfare and support.
- Develop and manage the implementation of policy on behaviour management.
- Develop and manage the implementation of the authority's policy on equality and inclusion.

Working with Partners

- Lead and/or work in a collegiate way with colleagues in the same establishment.
- Work with other establishments and agencies as appropriate.
- Establish effective channels of communication among all staff and with all users of the school and between the school and the authority
- Consult and communicate with parents/carers about the affairs of the school.
- Consult and communicate, as appropriate, with other services of the Council and other relevant external agencies.
- Getting it right for every child (GIRFEC)

Maintain all necessary records relating to the life and work of the school

Essential Post Holder Requirements

- **GTCS registration**

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|-----------------|---|
| JOB DESCRIPTION |  |
| JOB TITLE | Depute Head Teacher |
| RESPONSIBLE TO | Head Teacher |
| DIRECTORATE | Educational Services |
| DATE | April 2012 |
| GRADE | Depute Head Teachers and Head Teachers – Job Sized Spine |

Job Purpose

The duties of a Depute Head Teacher as set out in Section 2 – Main Duties of the SNCT Handbook merely states that ‘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.’ The duties listed below are therefore derived from those of a Head Teacher as outlined in Section 2 – Main Duties of the SNCT Handbook:

- Responsibility for the leadership, good management and strategic direction of school
- Contributing to the development and management of school policy in relation to the behaviour management of pupils
- Contributing to the management of all staff, and the provision of professional advice and guidance to colleagues
- Contributing to the management and development of the school curriculum
- To assist promote the continuing professional development of all staff and assist in the annual review of staff
- To assist in the selection and appointment of the staff of the school
- To assist in the management of the health and safety of all within the school premises
- Working in partnership with, parents, other professionals, agencies and schools

KEY RESPONSIBILITY AREAS

The following **four** key responsibility areas for promoted posts established by the SNCT, apply to all Depute Head Teacher posts.

1. **Responsibility for the leadership, good management and strategic direction of colleagues**
2. **Responsibility for curriculum development and quality assurance**
3. **Responsibility for whole school policy and implementation**
4. **Responsibility for working with partners**

The Standard for Full Registration as agreed by the GTCS is applicable and is used to support the definition of the specific duties outlined in the Duties Associated with Depute Head Teachers Management Responsibilities below.

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

ALLOCATION OF DUTIES

Depute Head Teachers will work under the direction of the Head Teacher in accordance with the policies of the school and South Ayrshire Council.

The Head Teacher will determine **specific areas of responsibility and management duties** from those **listed in Duties Associated with Depute Head Teachers' Management Responsibilities below**. Such areas of responsibility and management duties may be varied as required after appropriate consultation.

The duties allocated must be capable of being undertaken within contractual working time and have appropriate regard to workload.

DUTIES ASSOCIATED WITH DEPUTE HEAD TEACHERS' MANAGEMENT RESPONSIBILITIES

Leadership, Good Management and Strategic Direction of Colleagues

Within allocated areas of responsibility:

- Have management responsibility for allocated teaching, pastoral care and support staff
- Deputise for the Head Teacher in the management of the school as required
- Have management responsibility for and provide advice to students and probationer teachers
- Act as CPD co-ordinator and be responsible for the Professional Review and Development of colleagues
- Manage the school's agreed absence cover policy
- Undertake specific tasks linked to DMR and be responsible for allocated budgets and the effective deployment of resources
- Assist in the management of health and safety requirements
- Assist with the selection and recruitment of staff according to agreed recruitment procedures
- Monitor the welfare of colleagues

- Review the performance of colleagues

Curriculum and Quality Improvement

Within allocated areas of responsibility:

- Manage and develop the curriculum
- Be responsible for school timetabling
- Be responsible for a particular year group, area or stage
- Manage and develop the school ICT strategy
- Manage, monitor and evaluate Quality Improvement according to agreed procedures
- Contribute to the management and monitoring of the School Improvement Plan

Whole School Policy and Implementation

Within allocated areas of responsibility:

- Develop and manage the implementation of policy on Learning and Teaching
- Develop and manage the implementation of policy on pupil assessment and attainment
- Develop and manage the implementation of policy on pastoral care, pupil welfare and support
- Develop and manage the implementation of policy on behaviour management
- Develop and manage the implementation of the authority's policy on equality and inclusion

Working with Partners

Within allocated areas of responsibility:

- Lead and/or work in a collegiate way with colleagues in the same establishment
- Work with other establishments and agencies as appropriate
- Work with parents/care
- Getting it right for every child (GIRFEC)

Essential Post Holder Requirements

- **GTCS Registration**

| | | | |
|-----------------|-------------------------|---|--|
| JOB DESCRIPTION | |  | |
| JOB TITLE | Principal Teacher | | |
| RESPONSIBLE TO | Head Teacher | | |
| DIRECTORATE | Educational Services | | |
| DATE | April 2012 | | |
| GRADE | Principal Teacher Spine | | |

Job Purpose

Subject to the policies of the school and the Council, the duties of Principal Teachers are to perform such tasks as the Head Teacher shall direct. These should give reasonable regard to overall teacher workload related to:

- Responsibility for the leadership, good management and strategic direction of colleagues.
- Curriculum development and quality assurance.
- Contributing to the development of school policy in relation to the behaviour management of pupils.
- The management and guidance of colleagues.
- Reviewing the CPD needs, career development and performance of colleagues.
- The provision of advice, support and guidance to colleagues.
- Responsibility for the leadership, good management and strategic direction of pastoral care within the school.
- Assisting in the management, deployment and development of pastoral care staff.
- Implementation of whole school policies dealing with guidance issues, pastoral care, assessment and pupil welfare.
- Working in partnership with colleagues, parents, other specialist agencies and staff in other schools as appropriate.

KEY RESPONSIBILITY AREAS

The following **four** key responsibility areas for promoted posts established by the SNCT, apply to all Principal Teacher posts.

1. ***Responsibility for the leadership, good management and strategic direction of colleagues.***
2. ***Responsibility for curriculum development and quality assurance.***
3. ***Responsibility for whole school policy and implementation.***
4. ***Responsibility for working with partners.***

The Standard for Full Registration as agreed by the GTCS is applicable and is used to support the definition of the specific duties outlined in the Duties Associated with Principal Teachers' Management Responsibilities below.

The salary of a Principal Teacher will be determined by applying the job-sizing toolkit agreed within the SNCT.

ALLOCATION OF DUTIES

Principal Teachers will work under the direction of the Head Teacher (or other designated line manager) in accordance with the policies of the school and South Ayrshire Council.

The Head Teacher (or other designated line manager) will determine ***specific areas of responsibility and management duties*** from those ***listed in the Duties Associated with Principal Teachers' Management Responsibilities below***. Such areas of responsibility and management duties may be varied as required after appropriate consultation.

The duties allocated must be capable of being undertaken within contractual working time and have appropriate regard to workload.

DUTIES ASSOCIATED WITH PRINCIPAL TEACHERS' MANAGEMENT RESPONSIBILITIES

Leadership, Good Management and Strategic Direction of Colleagues

Within allocated areas of responsibility:

- Have management responsibility for allocated teaching, pastoral care and support staff.
- Be responsible for the Professional Review and Development of colleagues.
- Be responsible for allocated budgets and the effective deployment of resources.
- Be aware of health and safety requirements and apply these as appropriate.
- Assist with the selection and recruitment of staff according to agreed recruitment procedures.
- Monitor the welfare of colleagues.
- Review the performance of colleagues.

Curriculum and Quality Improvement

Within allocated areas of responsibility:

- Manage the development of the curriculum.
- Monitor and evaluate Quality Improvement according to agreed procedures.
- Contribute to the process of School Improvement Planning.
- Implement and evaluate Quality Improvement procedures.

Whole School Policy and Implementation

Within allocated areas of responsibility:

- Develop and manage the implementation of policy on Learning and Teaching.
- Develop and manage the implementation of policy on pupil assessment and attainment.
- Develop and manage the implementation of policy on guidance, pastoral care, pupil welfare and support.
- Develop and manage the implementation of policy on behaviour management.
- Develop and manage the implementation of the authority's policy on equality and inclusion.

Working with Partners

Within allocated areas of responsibility:

- Lead and/or work in a collegiate way with colleagues in the same establishment.
- Work with other establishments and agencies as appropriate.
- Getting it right for every child (GIRFEC).

Work with parents/carers

Essential Post Holder Requirements

- **GTCS registration**

| | |
|-----------------|---|
| JOB DESCRIPTION |  |
| JOB TITLE | Secondary Teacher |
| RESPONSIBLE TO | Head Teacher |
| DIRECTORATE | Educational Services |
| DATE | April 2012 |
| GRADE | Main Grade Scale |

Job Purpose

‘Subject to the policies of the school and the Council , the duties of teachers, promoted and un promoted, are to perform such tasks as the Head Teacher shall direct having reasonable regard to overall teacher workload associated with:

- Teaching assigned classes together with associated preparation and correction.
- Developing the school curriculum
- Assessing, recording and reporting on the work of pupils
- Preparing pupils for examinations and assisting with their administration
- Providing advice and guidance to pupils on issues related to their education
- Promoting and safeguarding the health, welfare and safety of pupils
- Working in partnership with parents, support staff and other professionals
- Undertaking appropriate and agreed continuing professional development
- Participating in issues related to school planning, raising achievement and individual review
- Contributing towards good order and the wider needs of the school’.

The Standard for Full Registration as agreed by the GTCS is applicable and is used to support the definition of the specific duties outlined below.

The balance of these duties will vary according to sector e.g. Nursery, Primary, Secondary or Special. The duties must be capable of being undertaken within contractual working time and have appropriate regard to workload.

Secondary Teachers will be expected to:

1. Teach their assigned class or classes appropriately by:

- Planning, organising and implementing Curriculum for Excellence to ensure breadth, balance and continuity and progression for each individual young person through the Broad General Education and Senior Phase
- Preparing pupils for examinations and assisting, where appropriate, in the administration associated with these examinations
- Supporting all young people to reach their potential thereby raising attainment
- Contributing to the development of the school curriculum

2. To plan appropriately by:

- Planning the learning of each class, taking into account the needs of the individual child, using all relevant information
- Organising and allocating available resources
- Contributing to the formulation and implementation of the school improvement plan
- Participating in agreed procedures for Personal Development and Review
- Participating in agreed monitoring and evaluation procedures using performance indicators outlined in the Education Scotland document, 'How Good is Our School?'

3. To prepare and deliver appropriate experiences and activities by:

- Ensuring that the needs, interests and stage of development of every young person is met
- Creating a stimulating learning environment
- Providing opportunities for independent learning through investigation, problem solving and challenging activities
- Identifying and implementing a wide range of strategies for differentiation
- Ensuring smooth transitions for children at all transition points
- Liaising with and providing appropriate resources to support staff to assist them in the delivery of a challenging curriculum

4. To appropriately assess, record and report on the work of pupils by

- Assessing, evaluating and recording the progress and development of all young people
- Completing summative reports and transition records for all young people
- Reporting to parents and to external agencies when required
- Collaborating with colleagues and professionals from outside agencies in the planning, implementation and evaluation of Individualised Educational Programmes

5. To participate in and contribute to CPD opportunities by:

- Fulfilling the requirements of the agreement, 'A Teaching Profession for the 21st Century' and the agreed policy of South Ayrshire Council
- Contributing to the professional development of colleagues, including students

6. To work in partnership with parents, support staff and other professionals by:

- Liaising with parents, members of inter-disciplinary teams, other establishments and agencies as appropriate
- Participating in agreed parents' meetings
- Getting it right for every child (GIRFEC)

7. To promote and safeguard the health, welfare and safety of pupils by:

- Participating in agreed procedures for the daily registration of pupils
- Contributing to agreed programmes of personal and social education of pupils
- Ensuring that all appropriate health and safety standards are observed and implemented
- Promoting and maintaining children's positive behaviour
- Organising classroom space efficiently, effectively and safely

Essential Post Holder Requirements

- **GTCS registration**

| | | | |
|-----------------|----------------------|---|--|
| JOB DESCRIPTION | |  | |
| JOB TITLE | Primary Teacher | | |
| RESPONSIBLE TO | Head Teacher | | |
| DIRECTORATE | Educational Services | | |
| DATE | Agreed in April 2012 | | |
| GRADE | Main Grade Scale | | |

Job Purpose

‘Subject to the policies of the school and the Council , the duties of teachers, promoted and un promoted, are to perform such tasks as the Head Teacher shall direct having reasonable regard to overall teacher workload associated with:

- Teaching assigned classes together with associated preparation and correction
- Developing the school curriculum
- Assessing, recording and reporting on the work of pupils
- Preparing pupils for examinations and assisting with their administration
- Providing advice and guidance to pupils on issues related to their education
- Promoting and safeguarding the health, welfare and safety of pupils
- Working in partnership with parents, support staff and other professionals
- Undertaking appropriate and agreed continuing professional development
- Participating in issues related to school planning, raising achievement and individual review
- Contributing towards good order and the wider needs of the school’.

The Standard for Full Registration as agreed by the GTCS is applicable and is used to support the definition of the specific duties outlined below.

The balance of these duties will vary according to sector e.g. Nursery, Primary, Secondary or Special. The duties must be capable of being undertaken within contractual working time and have appropriate regard to workload.

Primary Teachers will be expected to:

- 1. Teach their assigned class or classes appropriately by:**
 - Planning, organising and implementing Curriculum for Excellence to ensure breadth, challenge and application of skills and continuity and progression for each individual child
 - Organising the class or classes in an appropriate way to provide support and challenge for all pupils
 - Supporting all children to reach their potential thereby raising attainment
 - Contributing to the development of the school curriculum

- 2. To plan appropriately by:**
 - Producing long, medium and short term plans which demonstrate responsiveness and flexibility
 - Planning the learning of each child using all relevant information
 - Organising and allocating available resources.
 - Contributing to the formulation and implementation of the school improvement plan
 - Participating in agreed procedures for Personal Development and Review
 - Participating in agreed monitoring and evaluation procedures using performance indicators outlined in the Education Scotland document, 'How Good is Our School?'

- 3. To prepare and deliver appropriate experiences and activities by:**
 - Ensuring that the needs, interests and stage of development of every child is met
 - Creating a stimulating learning environment.
 - Providing opportunities for independent learning through investigation, problem solving and challenging activities
 - Identifying and implementing a wide range of strategies for differentiation
 - Ensuring smooth transitions for children at all transition points
 - Liaising with and providing appropriate resources to support staff to assist them in the delivery of a challenging curriculum

- 4. To appropriately assess, record and report on the work of pupils by**
 - Assessing, evaluating and recording the progress and development of all children
 - Completing summative reports and transition records for all children
 - Reporting to parents and to external agencies when required
 - Collaborating with colleagues and professionals from outside agencies in the planning, implementation and evaluation of Individual Educational Programmes

- 5. To participate in and contribute to CPD opportunities by:**
 - Fulfilling the requirements of the agreed policy of South Ayrshire Council.
 - Contributing to the professional development of colleagues, including students

6. To work in partnership with parents, support staff and other professionals by:

- Liaising with parents, members of inter-disciplinary teams, other establishments and agencies as appropriate
- Participating in agreed parents' meetings
- Promoting parental participation and involvement
- Getting it right for every child (GIRFEC)

7. To promote and safeguard the health, welfare and safety of pupils by:

- Participating in agreed procedures for the daily registration of pupils
- Contributing to agreed programmes of personal and social education of pupils
- Ensuring that all appropriate health and safety standards are observed and implemented
- Promoting and maintaining children's positive behaviour
- Organising classroom space efficiently, effectively and safely

Essential Post Holder Requirements

- **GTCS registration**

| | |
|-----------------|---|
| JOB DESCRIPTION |  |
| JOB TITLE | Nursery Teacher |
| RESPONSIBLE TO | Head Teacher |
| DIRECTORATE | Educational Services |
| DATE | April 2012 |
| GRADE | Main Grade Scale |

Job Purpose

‘Subject to the policies of the school and the Council , the duties of teachers, promoted and unpromoted, are to perform such tasks as the Head Teacher shall direct having reasonable regard to overall teacher workload associated with:

- Teaching assigned classes together with associated preparation and correction
- Developing the school curriculum
- Assessing, recording and reporting on the work of pupils
- Preparing pupils for examinations and assisting with their administration
- Providing advice and guidance to pupils on issues related to their education
- Promoting and safeguarding the health, welfare and safety of pupils
- Working in partnership with parents, support staff and other professionals
- Undertaking appropriate and agreed continuing professional development
- Participating in issues related to school planning, raising achievement and individual review
- Contributing towards good order and the wider needs of the school’.

The Standard for Full Registration as agreed by the GTCS is applicable and is used to support the definition of the specific duties outlined below.

The balance of these duties will vary according to sector e.g. Nursery, Primary, Secondary or Special. The duties must be capable of being undertaken within contractual working time and have appropriate regard to workload.

Nursery Teachers will be expected to:

1. **Lead the nursery team** in the planning, organisation and implementation of Curriculum for Excellence taking account of the principles to ensure challenge and enjoyment, personalisation and choice, depth, relevance, breadth, progression for each individual child.
2. **To teach children in groups and as individuals by:**
 - Providing support and challenge as required thus raising attainment
 - Supporting all children to reach their potential.
3. **To plan appropriately by:**
 - Producing long, medium and short term plans which demonstrate responsiveness and flexibility across all key areas of learning
 - Planning the learning of each child using all relevant information
 - Organising and allocating available resources.
 - Contributing to the formulation, implementation of the school improvement plan
 - Using performance indicators outlined in the SEED document, 'Child at the Centre', to monitor and evaluate performance in all key areas.
4. **To prepare and deliver appropriate experiences and activities by:**
 - Ensuring that the needs, interests and stage of development of every child is met
 - Creating a stimulating learning environment.
 - Providing opportunities for independent learning through investigation, problem solving and challenging activities
 - Identifying and implementing a wide range of strategies for differentiation
 - Ensuring smooth transitions for children at all transition points
 - Providing support and resources to staff to assist them in the delivery of a challenging curriculum
5. **To lead the nursery team in assessing, recording and reporting on the work of pupils by**
 - Assessing, evaluating and recording the progress and development of all children
 - Maintaining children's records and profiles with evidence of learning for all children
 - Completing observations, assessments, summative reports and transition records for all children
 - Reporting to parents and to external agencies when required
 - Collaborating with professionals from outside agencies in the planning, implementation and evaluation of Individual Education Programmes, Integrated assessments and staged intervention.

- 6. To participate in and contribute to CPD opportunities by:**
 - Fulfilling the requirements of the SNCT Handbook agreement, and the agreed policy of South Ayrshire Council.
 - Contributing to the professional development of colleagues, including students

- 7. To work in partnership with parents, support staff and other professionals by:**
 - Liaising with parents, members of inter-disciplinary teams, other establishments and agencies as appropriate
 - Promoting parental participation and involvement
 - Getting it right for every child (GIRFEC)

- 8. To promote and safeguard the health, welfare and safety of pupils by:**
 - Ensuring that SCRC standards are observed and implemented
 - Promoting and maintaining children's positive behaviour
 - Organising classroom space efficiently, effectively and safely
 - Ensuring that child protection procedures and policies are implemented.

Essential Post Holder Requirements

- **GTCS registration**

| | |
|-----------------|---|
| JOB DESCRIPTION |  |
| JOB TITLE | Principal Psychologist |
| RESPONSIBLE TO | Director of Educational Services |
| DIRECTORATE | Educational Services |
| DATE | Agreed in April 2012 |
| GRADE | Principal Psychologist Management Spine |

Job Purpose

The Principal Educational Psychologist is responsible for the overall strategic direction, management and quality assurance of the Service.

Principal Responsibilities

- Direct the Psychological Service and formulate, implement, monitor and evaluate its aims and objectives.
- Supervise and direct the core functions of the Service and ensure compliance and statutory obligations.
- Work with other staff within the Council and with and appropriate establishments and agencies.
- Participate in the selection and appointment of staff to the Service.
- Manage and deploy the staff of the Service.
- Promote the professional development of staff, provide advice and programmes of training tailored to the individual needs of staff and operate structures which permit participation by all members of staff in the development of the Service.

- Ensure that appropriate arrangements are made for the management of finances of the Service within the agreed budgetary limits.
- Manage the health and safety of all Service staff.

Essential Post Holder Requirements

- **Chartered Educational Psychologist**
- **HPC registered.**
- **Expected to travel efficiently and effectively between various work locations.**