



Date 02/07/2015

LNCT/15/02

Job Profile Head Teacher

Dear Colleague,

Attached is the LNCT agreed job profile for Head Teachers to be used in all job adverts. Any proposed change must be agreed by LNCT.

Yours sincerely

LNCT Joint Secretaries

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February 2015

1. JOB IDENTITY

Post Title:	Head Teacher	Service:	Education & Children's Services
Section:	Education	Grade:	In line with National SNCT agreements
Reports to:	Head of Education		

2. JOB PURPOSE

- Responsible for the leadership, good management and strategic direction to the school, conducting the affairs of the school to the benefit of the pupils and community it serves. Lead and manage whole school policy, its implementation and evaluation. Manage and develop the school curriculum, learning and teaching provision in order to promote improved educational outcomes

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation.

3. CORE RESPONSIBILITIES / DUTIES

- Lead, manage and support staff in pursuing the agreed objectives of the school and the Authority through the appropriate implementation and evaluation of all agreed policies, within Aberdeenshire Council's framework for Quality Assurance and Development
- Lead the work and professional development of all staff, supporting and contributing to collegiate working and professional debate and reflection, providing strategic direction and guidance
- Assume responsibility for the effective and efficient administration of all areas of work within the agreements of the Local Negotiating Committee for Teachers and the Scottish Negotiating Committee for Teachers
- Promote high expectations and standards through the provision of professional advice, reviewing professional needs and performance, and supporting continuous professional development of colleagues
- Ensure that the needs of the school community are met by the provision and maintenance of high quality curriculum, learning and teaching
- Responsible for providing the strategic leadership for curriculum development, learning and teaching and meeting learners' needs
- Develop good relationships with external partners and stakeholders to promote the inclusive school in the community
- Act as a role model to support the delivery of a quality education to pupils in accordance with Aberdeenshire and school policies

- Develop, articulate and promote an agreed set of values for the school.
- Overall responsibility for the management of health, safety and well-being of young people and staff within the context of school and activities

4. QUALIFICATIONS AND TRAINING

- Essential:**
- Full GTC Scotland registration
 - Participation in professional update
- Desirable:**
- Completion of, or working towards, postgraduate degree qualification in education, or equivalent

5. EXPERIENCE

- Essential:**
- Evidence of success in management of change and school improvement
 - Proven experience of the lead role in development of cross-curricular areas and whole school issues
- Desirable:**
- Experience at Head Teacher, Depute Head Teacher or Principal Teacher level
 - Contribution to development work at cluster, authority or national levels
 - Demonstrated experience of collegiate working with other services and outside agencies
 - Experience as a mentor / coach to other teachers / probationers

6. KNOWLEDGE AND SKILLS

- Essential:**
- Excellent understanding of national curriculum policies and priorities
 - Awareness of the requirements of the post of Head Teacher and ability to relate past experience to these
 - Self-motivated team player with a positive approach and proven success in leading collegiate working, and able to act as a role model to promote effective team working, motivating and inspiring colleagues
 - Stakeholder-focussed with excellent organisational, interpersonal, communication, interviewing and negotiating skills with the ability to work to tight and competing deadlines and secure positive outcomes
 - Innovative, strategic and lateral thinking approach to problem solving with the ability to make balanced judgements and translate vision into action
 - Ability to delegate and prioritise
 - Ability to respond to and manage change effectively
 - Ability to recognise, act upon and create opportunities to achieve school, Aberdeenshire Council and national objectives

<ul style="list-style-type: none"> • Commitment to high attainment and achievement for all • Commitment to working in partnership with parents, other Aberdeenshire Council services and outside agencies <p>Desirable:</p> <ul style="list-style-type: none"> • Excellent understanding of local curriculum policies and priorities • Commitment to whole school developments and the wider life of the school • Competent in the use of ICT, including application to learning and teaching

7. ADDITIONAL REQUIREMENTS	
Criminal Records check for Employment	<p>This post requires one of the following checks.</p> <p>Basic, Standard, or Enhanced This post requires a Disclosure Check and where applicable, an Overseas Criminal Record Check. A confirmed offer of employment and commencement in the post will be subject to the outcome of both these pre-employment checks being deemed satisfactory.</p> <p>PVG Children and / or Protected Adults This post is regulated work with children and/or protected adults under the Protection of Vulnerable Groups (Scotland) Act 2007. The preferred candidate will be required to join the PVG Scheme or undergo a PVG Scheme update check. Where applicable, this post also requires an Overseas Criminal Record Check. A confirmed offer of employment and commencement in the post will be subject to the outcome of both these pre-employment checks being deemed satisfactory.</p>
Driving Compliance	Not applicable to this Post.
Politically Restricted	Not applicable to this Post.
Work Smart	This position is designated as a ' Fixed ' post as detailed on the Worksmart website - http://worksmart.aberdeenshire.gov.uk/