



02/07/2015

LNCT/15/03

Job Profile Depute Head Teacher

Dear Colleague,

Attached is the LNCT agreed job profile for 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:	Depute Head Teacher	Service:	Education & Children's Services
Section:	Education	Grade:	In line with National SNCT agreements
Reports to:	Head Teacher		

2. JOB PURPOSE

- Support the Head Teacher in the performance of their duties by assisting, and where necessary, deputising for the Head Teacher in the leadership and management of school affairs. As part of the Senior Management Team, lead and manage whole school policy, its implementation and evaluation. Support the management and development of 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 the work and professional development of all staff, supporting and contributing to collegiate working and professional debate and reflection, providing strategic direction and guidance
- 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
- Play a lead role in the development of whole school policies and their subsequent implementation and evaluation within Aberdeenshire Council's framework for Quality Assurance and Development
- Develop good relationships with external partners and stakeholders to promote the inclusive school in the community
- Direct and oversee 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
- Act as a role model and support to 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
- Support the health, safety and wellbeing of young people in the school

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:**
- Relevant teaching experience
- Desirable:**
- Proven experience in development of cross-curricular areas and whole school issues
 - Principal Teacher experience (including 'acting')
 - 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:**
- Good understanding of national and local curriculum guidelines, policies and priorities
 - 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
 - Awareness of the requirements for the post of Depute Head Teacher and ability to relate past experience to these
 - 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
 - Ability to delegate and prioritise where applicable
 - Ability to respond to and manage change effectively
 - Ability to recognise, act upon and create opportunities to achieve school, Aberdeenshire Council and national objectives
 - Commitment to high attainment and achievement for all
 - Innovative, strategic and lateral thinking approach to problem solving with the ability to make balanced judgements and translate vision into action
 - Commitment to working in partnership with parents, other Aberdeenshire Council services and outside agencies

- Desirable:**
- 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/