

**PERTH AND KINROSS COUNCIL
JOINT NEGOTIATING COMMITTEE FOR TEACHING STAFF**

LOCAL AGREEMENT

REVISED HEAD TEACHER JOB PROFILE

In terms of the Local Recognition and Procedure Agreement, it is accepted by all signatories acting on behalf of Perth and Kinross Council and the recognised trade unions that this agreement is a binding local agreement effective from 26 May 2020.

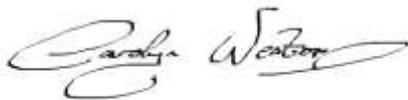
This supersedes relevant provisions within the National Agreement and constitutes a formal amendment to the terms and conditions of employment for teaching employees within Perth and Kinross Council.

Sheena Devlin, Executive Director (Education and Children's Services), on behalf of Perth and Kinross Council:



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Carolyn Weston, Perth and Kinross EIS Local Secretary on behalf of the Teachers' Trade Unions



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PERTH AND KINROSS COUNCIL

Joint Negotiating Committee for Teaching Staff

26 MAY 2020

REVISED HEAD TEACHER JOB PROFILE

Joint report by Executive Director of Education & Children's Services and
Corporate Human Resources Manager

PURPOSE OF REPORT – FOR AGREEMENT

This report presents a revised, generic Head Teacher Job Profile (Appendix 1) for approval following new published guidance on the Head Teachers Education and Training (Scotland) Regulations 2019.

1. BACKGROUND / MAIN ISSUES

- 1.1 The existing generic job profile for Head Teacher (HT) was agreed by the Joint Negotiating Committee for Teaching Staff on 20 June 2017. The purpose of having a generic job profile was to ensure consistency across the Service and when recruiting Head Teachers.
- 1.2 A priority of the Scottish Government is to improve the life chances and education of all children in Scotland. Leadership is recognised as one of the most important aspects of the success of any school and is key to ensuring the highest possible standards to achieve excellence and equity for all.
- 1.3 In June 2019, Scottish Government published [The Head Teachers Education and Training \(Scotland\) Regulations 2019](#) which come into effect on 1 August 2020. The Regulations require that any teacher appointed to their first permanent post as a Head Teacher must have been awarded the Standard for Headship by the General Teaching Council for Scotland (GTCS).
- 1.4 It is therefore necessary to update the existing Head Teacher job profile (see Appendix 1) to reflect and comply with these Regulations.
- 1.5 The Regulations provide two exemptions, as follows:
 - i. Any person appointed as a permanent Head Teacher prior to 1 August 2020 is not required to hold the Standard for Headship;
 - ii. An individual who has not attained the Standard for Headship, may be appointed to a Head Teacher post on a temporary basis for a period not exceeding 30 months after 1 August 2020.

- 1.6 To comply with the Regulations from the effective date of 1 August 2020, current recruitment to permanent Head Teacher vacancies will contain the following statement:-

[The Head Teachers Education and Training \(Scotland\) Regulations 2019](#)
require candidates who are appointed to their first permanent Head Teacher post from 1 August 2020 to have attained the Standard for Headship. If you have not gained this qualification, appointment can only be made on a fixed term basis for a period not exceeding 30 months. Perth & Kinross Council are committed to supporting candidates gain this qualification.

- 1.7 The Into Headship Programme, which has been highly encouraged within Perth & Kinross Council, has been available since 2015 and is currently fully funded by the Scottish Government. Provision already exists within our budget for additional costs such as release from class duties and the provision of mentors to support aspirational Head Teachers. The introduction of these Regulations will not therefore incur any additional expenditure.
- 1.8 Covid-19 - Any change by Scottish Government to the proposed implementation date of this legislation, will also be reflected in the implementation of this local agreement.

2. CONSULTATION

- 2.1 The Teaching Trade Unions have been consulted in making amendments to the revised generic Head Teacher Job Profile.

3. CONCLUSION AND RECOMMENDATION(S)

- 3.1 A priority of the Scottish Government is to improve the life chances and education of all children in Scotland. Strong leadership is a key feature of a successful education system and by introducing the requirement that all teachers appointed to their first permanent Head Teacher role must hold the Standard for Headship is a means of enhancing the standard and quality of leadership across all schools in Scotland.
- 3.2 The requirement to hold the Standard for Headship will offer assurances to parents and school communities that Head Teachers have the knowledge, skills and understanding required of senior leaders to deliver high quality learning and teaching.
- 3.3. It will also benefit teachers through the opportunities to undertake professional learning to support and prepare them for the role of Head Teacher.
- 3.2. The generic job profile for Head Teachers has been revised to reflect the Regulation requirement.

It is recommended that the Joint Negotiating Committee for Teaching Staff:

- Approves the revised Job Profile for Headteachers, attached at Appendix 1, as a local agreement which will supercede any previous agreement.

Author(s)

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Approved

Name	Designation	Date
Sheena Devlin	Executive Director, Education and Children’s Services	26 May 2020

*Reports to be presented to a Member / Officer Group, Committee, Sub-Committee or the Council **must be signed off** by the Chief Executive or the relevant Executive Director.*

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Perth & Kinross Council

Job Profile

Job Title	Head Teacher
Service	Education & Children's Services
Grade	Head Teacher
Location	
Reports to	Head of Education (Early Years and Primary/Secondary and Inclusion)
	Responsible for Promoted and Unpromoted teaching staff and non-teaching staff in School

Job Purpose

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 & Children's Services. The Head Teacher will be accountable to the education authority for the following list of duties and for such other duties as can reasonably be attached to the post:

Main Accountabilities as Head Teacher

- responsibility for the leadership, good management and strategic direction of the school, including contributing to wider campus leadership matters.
- management of all staff, and provision of professional advice and guidance to colleagues.
- management and development of the school curriculum 3-18.
- responsibility for school policy for the behaviour management of pupils.
- work in partnership with parents/carers, other professionals, agencies and schools.
- adviser to the Parent Council and participation in the selection and appointment of staff to the school.

- manage the health and safety of all within the school premises.
- promote the continuing professional development of all staff and ensure that all staff are reviewed annually.

Job Specific Requirements

There is an expectation that shortlisted applicants will meet the requirements below

<p>Knowledge & Experience</p> <p>You must:-</p> <ul style="list-style-type: none"> • Have an appropriate Diploma/Degree in Primary or Secondary Education. • Have attained the Standard for Headship (for first permanent Head Teacher appointments)* • Have or be eligible for full General Teaching Council for Scotland (GTCS) Registration prior to commencement in post. • Have Primary, Secondary or Additional Needs' teaching experience. • Be an effective classroom practitioner. • Have evidence of being involved in a leadership and management role at senior level. • Be able to use information and communication technology (ICT) in the classroom and for management. • Be able to demonstrate knowledge of relevant current curriculum and assessment issues and their bearing on classroom practice 3-18, including e.g. national qualifications or equivalent. • Be able to promote and develop a positive school ethos. • Have some experience of managing school finances. • Have evidence of effective time and resource management. • Be able to demonstrate competencies against the Standard for Headship. • Have knowledge and understanding of key initiatives in Scottish Education. • Have experience of positive behaviour management strategies. • Have an awareness and understanding of initiatives which aim to develop an integrated learning community. • Have experience of working with partners to deliver services to young people and their families. <p>Ideally you will:-</p> <ul style="list-style-type: none"> • Have knowledge and understanding of pre-school education. • Have experience in working within a multi-disciplinary setting. <p>*If this would be your first permanent Head Teacher appointment and you have not gained the Standard for Headship qualification, appointment can only be made on a fixed term basis for a period not exceeding 30 months. Perth & Kinross Council are committed to supporting candidates gain this qualification.</p>
<p>Customer Care</p> <p>You must:-</p>

<ul style="list-style-type: none"> • Be able to establish and sustain a positive rapport and relationship with staff, pupils and parents. • Have a solution-orientated approach to managing sensitive and/or challenging situations.
<p>Health & Safety</p> <p>You must :-</p> <ul style="list-style-type: none"> • Be able to cope with the demands of the job and attend on a regular basis. • Have an awareness of Health and Safety issues as they affect you and others, and comply with all relevant Health and Safety legislation.
<p>Equality & Dignity at Work</p> <p>You must :-</p> <ul style="list-style-type: none"> • Be able to demonstrate a commitment to the policy and practices of inclusion. • Be able to treat pupils, colleagues, parents and the community in accordance with the Council's policies on equalities and dignity at work.
<p>Communications</p> <p>You must :-</p> <ul style="list-style-type: none"> • Be able to communicate and liaise effectively and sensitively with staff, parents, pupils and the wider community. • Have effective oral and written communication skills.
<p>Flexibility</p> <p>You must :-</p> <ul style="list-style-type: none"> • Be committed to being involved in the life and work of the whole school community. • Be committed to the development of civic and cultural life through the use of the School/Campus.
<p>Achievement of Results</p> <p>You must :-</p> <ul style="list-style-type: none"> • Have evidence of a commitment to raising standards and promoting effective learning and teaching. • Be innovative and able to effectively plan and co-ordinate developments. • Be able to manage change and improvement effectively. • Be able to demonstrate an understanding of and commitment to the development of leadership at all levels.
<p>Quality</p> <p>You must:-</p> <ul style="list-style-type: none"> • Be able to demonstrate a commitment to educational vision and values. • Have experience in promoting self evaluation to enhance the capacity for continuous improvement. • Be committed to the promotion of professional development of self and all staff.

- Be able to affect a range of quality assurance processes aimed at improving outcomes for young people.
- Be able to demonstrate an understanding of and commitment to development of whole school policies.

Team Working

You must :-

- Be able to lead and motivate colleagues while promoting and sustaining successful teamwork.
- Have experience in leading appropriate in-service and collegiate activities
- Have evidence of working with parents and the community.

Decision Making & Problem Solving

You must:-

- Be able to plan strategically, taking account of local and national priorities.
- Be able to establish effective decision-making processes as appropriate.