

## Role Profile

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<b>Post Title:</b>	<b>Head Teacher</b>
<b>Date Created:</b>	<b>21<sup>st</sup> May 2021</b>

### ROLE DEFINITION

To manage the school and to lead and give strategic direction to all staff within the school. To provide appropriate vision, leadership and direction to ensure high standards of education for all the children and young people in their care so that they can become successful learners, confident individuals, responsible citizens and effective contributors.

To work with and be accountable to others to ensure that the school is organised and managed to meet its aims and targets, and is a creative, disciplined learning environment. To work with a range of others – staff, children and young people, parents, local community members, voluntary organisations, local authority officers and other agencies involved in services for children and young people and their families.

To conduct the affairs of the school to the benefit of the pupils and the community and the general duty of care of staff and pupils, through pursuing objectives set by the Education Authority, in conformance with the Council's Plan, the Service Improvement Plan, Community Planning Partnership priorities and in compliance with the relevant legislation, policy and guidance advice issued by the Scottish Government.

### KEY TASKS AND RESPONSIBILITIES

#### Corporate Responsibilities

- Manage/deliver the Service in accordance with the Council's corporate policies and procedures and relevant strategy provision.
  - Manage/deliver the service outcomes, in the most efficient and effective way, that delivers the Council's Strategic Priorities within the Council Plan and contributes to the production of Directorate Plans.
  - Manage and monitor Capital and Revenue budgets as assigned and contribute to budget development.
  - Lead, or contribute to, the preparation of cross-service business development plans, as required.
  - Ensure the effective management and leadership of employees, where appropriate.
  - Ensure that the culture within the school promotes that information is managed, used and shared in line with legislation and Council policies and guidelines.
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## Role Profile

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- Prepare and co-ordinate reports for the Council, its Committees or working parties and to attend these meetings as required.
- Undertake any other reasonably required duties, consistent with duties detailed in Part 2 Section 2 of the SNCT Handbook of Conditions of Service, as directed by the Executive Director or nominee, in addition to the role specific tasks & responsibilities detailed below.

### Role Specific Tasks & Responsibilities

- Using the school improvement plan as the basis for effective self-evaluation and continuous improvement, demonstrate:
  - A commitment to pupil and parent/carer focus.
  - The implementation and evaluation of quality assurance procedures.
- Responsible for the leadership, management and provision of professional advice and guidance for all staff, including:
  - Management of all staff, including participation in the selection and appointment of staff of the school, and the provision of professional advice and guidance to colleagues.
  - Manage the health and safety of all within the school premises.
  - Enhancing learning and teaching by supporting the professionalism of staff and providing guidance on the most effective deployment of resources.
  - Promoting the continuing professional development, career development needs and the performance of all staff, supporting the Professional Update of colleagues through the PRD process, ensuring that all staff have an annual review of their development needs, in accordance with Council policy.
  - Liaising with the GTC(S) to manage probationer teachers and with universities to provide support, in partnership with the local authority, for teachers on initial training.
- Ensure effective communication to staff, the community and all school users, including:
  - Consulting with staff on the formulation and implementation of school policy.
  - Communicating the Council's corporate and education policies and strategies.
  - Consulting and communicating with parents about the affairs of the school and their children's progress especially through regular meetings between parents and teachers.
  - Acting as an adviser to the Parent Council.



## Role Profile

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- Acting as the official school correspondent with the Council, the community and with all other interested parties.
- Reporting to the Council on all matters affecting the school and, in particular, reporting matters of a non-routine nature.
- Maintaining all necessary records of the life and work of the school and responding to requests for information by the Council and other appropriate bodies.
- Manage and develop the school curriculum in accordance with Council policies and taking account of relevant advice from the Scottish Government and Education Scotland, including:
  - Ensuring efficient arrangements for the timetabling of staff to meet the requirements of the curriculum.
  - Encouraging the development of effective teaching and learning methods in line with the authority's teaching and learning policy.
  - Managing school improvement planning.
  - Ensuring the progress of pupils is monitored, recorded and reported to parents and other appropriate persons.
- Ensure appropriate whole school policies are in place and encouraged, including:
  - Promote the pastoral care, welfare and support for pupils through effective structures.
  - A school policy covering the behaviour management of pupils which encourages the highest standards of behaviour amongst pupils.
  - Encourage and promote an ethos conducive to healthy relationships, high morale, caring values and sound learning.
- Demonstrates a commitment to:
  - Working in partnership with parents, carers, other professionals, agencies and schools.
  - Promoting the school as a community with which all can identify.
  - Encouraging the development of social, educational and recreational activities which provide pupils, staff and parents with opportunities to meet informally outside of the school day.
  - Seeking opportunities to link the work of the school with the local community so emphasising the mutual benefits which can be derived from such links.



## Role Profile

- Undertake appropriate and agreed continuing professional development in line with the Standards for Leadership and Management, Professional Review and Development, Professional Update and school and local authority improvement priorities.

### ESSENTIAL / DESIRABLE CRITERIA

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>Qualification and Registration</b>	<ul style="list-style-type: none"> <li>• Full GTCS registration</li> <li>• Standard for Headship (*Applicants for first permanent Head Teacher post must hold or be working towards the SFH)</li> <li>• Required to join the PVG scheme for this type of regulated work</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of postgraduate, or equivalent, study</li> <li>• Other, relevant, qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• Pre-Employment Check</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in a promoted post</li> <li>• Management experience with curricular remit</li> </ul>	<ul style="list-style-type: none"> <li>• Experience at a senior level at national or local authority level</li> <li>• Experience of managing additional support needs</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• References</li> <li>• Interview</li> </ul>
<b>** Professional Values and Personal Commitment</b>	<ul style="list-style-type: none"> <li>• Commitment to the continuing development of teams and individuals</li> <li>• Commitment to social justice and inclusion</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to promoting policies, practices and initiatives relating to education and people management</li> <li>• Evidence of developing others</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• References</li> <li>• Interview</li> </ul>



## Role Profile

	<ul style="list-style-type: none"> <li>• Evidence of self-evaluation and self-reflection</li> <li>• Evidence of continuous professional development</li> </ul>		
<b>** Strategic Vision</b>	<ul style="list-style-type: none"> <li>• Ability to lead, manage and give strategic direction to employees</li> <li>• Commitment to actively develop and promote the ethos of the school</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to communicate a strategic vision which empowers the school community</li> <li>• Evidence of using research and current information to develop a position or stance</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• References</li> <li>• Interview</li> </ul>
<b>** Professional Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Awareness of current trends, practices and initiatives within education</li> <li>• Awareness of policies and practices relating to education and people management</li> <li>• Awareness and understanding of Parental Involvement legislation</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in leading curricular developments at whole school, local authority or national level</li> <li>• Experience of leading groups at local or national level</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• References</li> <li>• Interview</li> </ul>
<b>** Interpersonal Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• The ability to manage people through effective communication skills, both verbal and written, with a</li> </ul>	<ul style="list-style-type: none"> <li>• Negotiating skills</li> <li>• Effective team builder</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• References</li> <li>• Interview</li> </ul>



## Role Profile

	<p>solution-focused approach with developed motivation skills and ICT skills</p> <ul style="list-style-type: none"> <li>• Decision making skills</li> <li>• Developed interpersonal skills</li> <li>• Political and social skills</li> <li>• Ability to respond sensitively and appropriately to challenging situations</li> <li>• Ability to promote good order and discipline</li> </ul>		
<p><b>** Professional Actions</b></p>	<ul style="list-style-type: none"> <li>• Promote, support and maintain continuous development</li> <li>• Experience of leading innovation including the curricular framework, e.g. <i>Curriculum for Excellence</i></li> <li>• Experienced in managing the curriculum and other resources</li> <li>• Committed to developing and promoting strong positive</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of leading initiatives a school level or beyond</li> <li>• Responsibility for managing a budget</li> <li>• Experience of working with a range of partners</li> <li>• Participation and initiative in team ventures, including interagency working</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• References</li> <li>• Interview</li> </ul>



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	partnerships with parents		
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***Please be aware that the successful candidate must be able to travel throughout North Ayrshire (own car/public transport/pool cars etc) for work purposes, meetings, training courses etc.***

- \* Individuals appointed to a Head Teacher post who are currently working toward the Standard for Headship will be appointed on a temporary basis for a period not exceeding 30 months.
- \*\* The Standards for Leadership and Management are actively explored as part of North Ayrshire Council's recruitment and Professional Review and Development (PRD) processes. Further information on the Standards can be found on the General Teaching Council Scotland website (GTCS).

