

ANGUS JOINT NEGOTIATING COMMITTEE FOR TEACHERS

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1 October 2004

CMH/CB

Dear Colleague

AJNCT/16 JOB DESCRIPTIONS – SECONDARY SCHOOLS

The nationally agreed package of pay and conditions of service for Scottish teachers "A Teaching Profession for the 21st Century" included provision for specific duties and job remits to be a devolved matter. Accordingly, the Angus Joint Negotiating Committee for Teachers has considered Job Descriptions for the following secondary school posts:-

- Depute Head Teacher
- Principal Teacher (Pupil Care and Support)
- Principal Teacher (Curriculum)

Following discussions, local agreement has been reached on terms of the Job Descriptions and these are attached as **Appendices** to this Circular.

This Agreement was approved by the Angus Joint Negotiating Committee for Teachers at its meeting on 27 September and subsequently ratified by the Staffing Sub-Committee on 30 September 2004.

Yours sincerely

**CATHERINE A COULL
PHILIP JACKSON**

Joint Secretaries

Enc.

cc Chief Executive
Director of Education
Director of Finance
Personnel Services Manager

EDUCATION DEPARTMENT

JOB DESCRIPTION

DEPUTE HEAD TEACHER

General

The duties of a Secondary Depute Head Teacher in Angus are drawn from the outline duties for Head Teachers set out in Annex B of the agreement "A Teaching Profession for the 21st Century". Annex B 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." To this end, the postholder must work closely with the Head Teacher in all aspects of school life and be capable of making decisions in his/her absence.

In the specific context of Angus Academy, the Depute Head Teacher, as one of the Senior Management Team shares the Team's aim of providing the best possible education of pupils and students in the school. This includes a responsibility for fostering good staff relations in school, between school and parents and between school and local community.

The Depute Head Teacher assists the Head Teacher in administering, organising, developing and monitoring the curriculum of the school in all its aspects in accordance with the policies of the Education Authority and in the context of national policy.

The agreement sets out the outline duties of a Head Teacher as follows:

"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. The Head Teacher shall 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:

- responsibility for the leadership, good management and strategic direction of the school
- responsibility for school policy for the 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 School Board 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"

The following four key responsibility areas for promoted posts established by the Scottish Negotiating Committee for Teachers, apply to all Depute Head Teacher posts in Angus schools:

- responsibility for the leadership, good management and strategic direction of colleagues
- responsibility for curriculum development and quality assurance
- responsibility for whole school policy and implementation
- responsibility for working with partners

The duties of Depute Head Teachers will be subject to the overall direction of the Head Teacher operating in accordance with the policies of Angus Council and of the school. Each Depute Head Teacher's specific duties will be agreed in discussion with the Head Teacher. Duties must be achievable within contractual time and have regard to overall workload.

Leadership, Good Management and Strategic Direction of Colleagues

Within specified areas of responsibility:

- deputise for the Head Teacher as required
- manage and deploy staff
- oversee management absence procedures
- provide professional advice, support and guidance to staff
- manage key aspects of the day-to-day running of the school
- have direct line management of Principal Teachers
- manage the provision of pupil care and support
- liaise with support services
- manage school resources including budgets
- manage health and safety in accordance with the policies of Angus Council
- assist in the selection and recruitment of staff
- be conversant with and implement National and Council policies

Curriculum Development and Quality Assurance

Within specified areas of responsibility:

- support the school's commitments to deliver the five National Priorities in education
- design, manage and review the school curriculum in accordance with National and Council policies
- design, implement and review the school timetable
- manage professional review and development of staff
- promote and support the welfare, career development and continuing professional development of staff
- develop, implement and review quality assurance arrangements and planning for improvement procedures especially in relation to Learning and Teaching and Attainment
- arrange for the preparation of an annual development plan and summary of that plan

Whole School Policy and Implementation

Within specified areas of responsibility, and as directed by the Head Teacher:

- initiate and manage change effectively having due regard to the views of stakeholders

- manage the review, development and implementation of school policies including:
 - assessment and reporting
 - attainment
 - behaviour management
 - continuing professional development
 - health and safety
 - learning and teaching
 - child protection
 - pupil care and support
 - quality improvement

Working with partners

Within specified areas of responsibility:

- ensure arrangements are in place to consult and communicate with the School Board and members of the school community
- manage liaison with other educational establishments
- manage liaison arrangements with colleagues from other agencies
- promote the school within the community

In pursuing the Authority's policies on professional review and development the postholder's job description will be the subject of review.

EDUCATION DEPARTMENT

JOB DESCRIPTION

PRINCIPAL TEACHER (PUPIL CARE AND SUPPORT)

General

In addition to the duties of a Teacher/Chartered Teacher, Principal Teachers (Pupil Care and Support) shall have the responsibilities set out in Annex B of the agreement "A Teaching Profession for the 21st Century" as follows:

- the provision of advice, support and guidance to colleagues
- responsibility for the leadership, good management and strategic direction of pastoral care within the school
- contributing to the development of school policy in relation to the behaviour management of pupils
- 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

The following four key responsibility areas for promoted posts established by the Scottish Negotiating Committee for Teachers, apply to **all** Principal Teacher posts in Angus schools:

- responsibility for the leadership, good management and strategic direction of colleagues
- responsibility for curriculum development and quality assurance
- responsibility for whole school policy and implementation
- responsibility for working with partners

Leadership, Good Management and Strategic Direction of Colleagues

Within specified areas of responsibility:

- assist and support the Head Teacher in managing and leading the school community
- act in accordance with the school's vision and key policies and procedures
- provide models of good practice to colleagues
- take management responsibility for a group of "Form Tutors"
- promote and support the welfare, career development and continuing professional development of colleagues in accordance with the Authority's policies and procedures
- participate in the selection, recruitment and induction of staff

Curriculum Development and Quality Assurance

Within specified areas of responsibility:

- manage the development and delivery of Social Education in discrete and cross-curricular areas
- lead arrangements to prepare, implement and monitor the Pupil Care and Support Improvement Plan
- oversee pupil tracking and assessment information
- manage any budget allocated by the Head Teacher

- monitor Educational Maintenance Allowances
- lead the collection and use of performance data and maintain comprehensive pupil profiles

Development and Implementation of Whole School Policy

Within specified areas of responsibility, and as directed by the Head Teacher:

- contribute to the development, implementation and review of school policies
- contribute to the production, implementation and review of the School Development Plan
- contribute to the development, management, implementation and review of whole school policies including:
 - assessment and reporting
 - attainment
 - behaviour management
 - continuing professional development
 - health and safety
 - learning and teaching
 - child protection
 - pupil care and support
 - quality improvement
- as appropriate, take responsibility for the leadership, good management and strategic direction of pupil care and support procedures including:
 - participation in the establishment, monitoring and evaluation of the aims and priorities of pupil care and support within the school
 - participation in assisting in the arrangements for pupil care and support team meetings
 - provision of support and counselling for a pupil caseload in accordance with education authority policies .
- undertake specific whole school responsibilities linked to the National Priorities

Working with partners

Within specified areas of responsibility:

- lead or participate in whole school, subject-specific or cross-curricular teams
- participate in cluster or Authority working groups/initiatives
- collaborate with colleagues from support agencies including other Angus Council Services or Departments in relation to key service or school priorities including:
 - continuing professional development projects
 - curriculum development
 - pupil care and support
 - quality assurance
 - service development
- work with parents/carers and support agencies

In pursuing the Authority's policies on professional review and development the postholder's job description will be the subject of review.

APPENDIX III to Circular AJNCT/16

EDUCATION DEPARTMENT

JOB DESCRIPTION

PRINCIPAL TEACHER (CURRICULUM)

GENERAL

In addition to the duties of a Teacher/Chartered Teacher, Principal Teachers (Curriculum) shall have the responsibilities set out in Annex B of the agreement "A Teaching Profession for the 21st Century" as follows:

- 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

The following four key responsibility areas for promoted posts established by the Scottish Negotiating Committee for Teachers, apply to **all** Principal Teacher posts in Angus schools:

- responsibility for the leadership, good management and strategic direction of colleagues
- responsibility for curriculum development and quality assurance
- responsibility for whole school policy and implementation
- responsibility for working with partners

Leadership, Good Management and Strategic Direction of Colleagues

Within specified areas of responsibility:

- assist and support the Head Teacher in managing and leading the school community
- act in accordance with the school's vision and key policies and procedures
- provide models of good practice to colleagues
- take direct line management responsibility for teaching staff
- review the performance of colleagues in accordance with the Authority's policies and procedures for Professional Review and Development
- promote and support the welfare, career development and continuing professional development of colleagues in accordance with the Authority's policies and procedures
- be responsible and accountable for health and safety matters
- participate in the selection, recruitment and induction of staff
- manage any budget allocated by the Head Teacher
- allocate classes, direct the work and manage the workload of colleagues
- assist with absence management procedures
- organise and lead meetings of colleagues
- oversee arrangements and administration of national examinations

Curriculum Development and Quality Assurance

Within specified areas of responsibility:

- manage the development and delivery of the curriculum in discrete and cross-curricular areas
- lead arrangements to prepare, implement and monitor Development Plans
- monitor learning and teaching in accordance with the Authority's Quality Improvement Policy and related guidelines
- oversee pupil tracking and assessment procedures
- lead the collection and use of performance data
- oversee the delivery of strategies to raise pupil attainment

Development and Implementation of Whole School Policy

Within specified areas of responsibility, and as directed by the Head Teacher:

- contribute to the development, implementation and review of school policies
- contribute to the production, implementation and review of the School Development Plan
- contribute to the development, management, implementation and review of whole school policies including:
 - assessment and reporting
 - attainment
 - behaviour management
 - continuing professional development
 - health and safety
 - learning and teaching
 - child protection
 - pupil care and support
 - quality improvement
- undertake specific whole school responsibilities linked to the National Priorities

Working with partners

Within specified areas of responsibility:

- lead or participate in whole school, subject-specific or cross-curricular teams
- participate in cluster or Authority working groups/initiatives
- collaborate with colleagues from support agencies including other Angus Council Services or Departments in relation to key service or school priorities including:
 - continuing professional development projects
 - curriculum development
 - pupil care and support
 - quality assurance
 - service development
- work with parents/carers and support agencies

In pursuing the Authority's policies on professional review and development the postholder's job description will be the subject of review.