

**Headteacher**

**Place of work:**

**Salary Scale: £SCNT**

**Hours of Work: Full Time**

**Line managed by: Directors**

**Job Purpose**

Provide strong leadership for teaching and learning within the school.

**Leadership:**

* Take responsibility for leading teaching and learning in the school
* Lead curriculum development within the school
* Promote professional, firm and fair relationships amongst all staff in the school
* Ensure that all improvements and developments are carried out under the agreed improvement plan framework
* Advise the appropriate Directors about training needs of staff and where appropriate contribute to training/ professional development
* Advise the appropriate Directors on current national educational initiatives within the CfE framework
* To lead on and develop the BGE and Senior Phase Curriculum.
* To ensure that procedures relating to the protection of vulnerable groups are adhered to at all times and that any incidents are reported to the appropriate directors as per the company’s policy

**Management**

**Planning and communication**

* Along with other management staff, ensure good communication across the organisation through regular appropriate meetings and other means
* Monitor the quality of the curriculum and teaching, to ensure effective learning, including
  + observing and supporting practice
  + ensuring robust planning systems are in place , assessment procedures are fit for purpose and that reporting to parents/carers and partner agencies is informative and relevant
* Along with the Inclusion Manager, take lead responsibility for the development and implementation of the school’s improvement plan.
* Contribute to the review and development of learning and teaching policies
* Along with the Inclusion Manager, supervise staff and identify training needs
* Communicate education training needs to the appropriate Directors
* Support good communication across the organisation through regular appropriate meetings and other means

**Deployment of resources**

* Support the Inclusion Manager to deploy staffing effectively
* Provide advice to the appropriate Directors in relation to staffing levels for the primary
* Provide advice to the appropriate Directors on pupil capacity in the primary school
* Support the appropriate Directors to review and update job descriptions for education staff
* Advise appropriate Directors about applicants for new posts and advise at interview
* Monitor the spend and appropriateness of the school budget in relation to learning and teaching, and provide advice to the appropriate Director

**Delivery of care and education**

* Ensure that baseline profiling and the initial six week assessment for each new pupil is completed and reported
* Demonstrate and model good teaching practice
* Support and challenge education staff to provide high quality education through:
  + working effectively with children with significant additional support needs (ASN) and accessing suitable in-depth assessment as is necessary
  + ensure that Coordinated Support Plans are adhered to and contribute to the review of said plan in conjunction with the Local Authority and other interested professionals
  + using additional/alternative strategies for children with ASN
  + the use of enterprising approaches in the delivery of education
  + using IT effectively
  + identifying suitable learning materials
  + improving approaches to planning, including IEPs, and assessment
  + monitoring and tracking progress
  + ensuring that literacy, numeracy and health and well being are the responsibility of all and are at the centre of all activities within the school
  + using effective approaches to homework
* Work with the Inclusion Manager to promote:
  + health and well-being
  + opportunities for broad achievement
  + partnership with local authorities and all other agencies involved in the education, care and wellbeing of the children
* Along with the appropriate Directors disseminate relevant new educational initiatives to staff
* Ensure programmes of study are suitably broad and challenging and are appropriate in meeting the needs of all pupils.
* Ensure timetables indicate good breadth and balance for all young people
* Monitor the quality of homework
* Ensure the length of the school week is in line with Statute 4, 2002

**Links with parents, carers and families**

* Support the Inclusion Manager to work effectively with parents and others particularly in relation to learning, the curriculum and transitions
* Work with the appropriate Directors to support staff to write high quality IEPs and reports to parents and others

**Links with local and wider community**

* Support the Inclusion Manager to access relevant support for young people from outside agencies
* Along with the Inclusion Manager, link with mainstream schools and other similar providers to improve practice or pursue re-integration
* Participate in national working groups in relation to the development of a specific subject area and teaching approaches

**Impact on young people**

* Support and promote high quality provision and practice
* Along with others, ensure children are motivated and supported on a daily basis
* Support and promote effective monitoring and tracking of the progress of young people

**Contribution to overall outcomes**

* Along with others contribute to and monitor the implementation of the primary school improvement plan, particularly in relation to learning and teaching
* Along with others ensure all relevant education legislation is adhered to
* Along with others and in liaison with the appropriate Director, track and monitor the organisation’s annual strategic outcomes

**Other Requirements:**

* You must co-operate with the company in complying with the Health and Safety requirements and are therefore expected to follow Company policies, to acquaint yourself with the Fire, Health and Safety Procedures at your place of work and report any unsafe practices and conditions
* The post holder may be reasonably expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
* It is the responsibility of the post holder to comply with Health and Safety and Equal Opportunities requirements at all times.
* Any other reasonable management instruction

The above job description forms part of your main terms and conditions of employment. The Company reserves the right to vary duties and responsibilities at anytime.

## Person Specification – Headteacher

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|  | **Essential Criteria** | **Desirable Criteria** | **Method of Assessment** |
| **Education and Qualifications** | 1. Educated to degree level   A PGC or PGDE in education   1. Fully Registered with General Teaching Council (Scotland) |  | Application form, certificate check and membership check |
| **Experience** | 1. At least 5 years previous experience as a classroom teacher 2. Excellent knowledge and understanding of CfE framework and development 3. Working independently | 1. 3 years previous in a promoted post  2. Previous people management experience | Application form, references and interview |
| **Skills/Ability/ Knowledge** | 1. Excellent organisational skills 2. Good working knowledge of Microsoft packages 3. Excellent oral and written communication skills 4. Excellent persuasion and negotiation skills 5. Flexible approach to work 6. Confident personality with a proactive attitude 7. Ability to use own initiative an discretion 8. Ability to prioritise own workload and delegate to others 9. Confident in decision making under pressure 10. Strong interpersonal skills 11. Good knowledge of the Children (Scotland) Act 12. Knowledge of the work of other agencies involved with children and young people 13. Understanding the principles of safeguarding and child protection 14. Knowledge and understanding of the GIRFEC Principles | 1. Previous experience dealing with Senior Managers | Application form, references and interview |
| **Other Requirements** | 1. Full Clean Driving Licence |  | Licence Check |