



Education, Culture & Sport Service

Highland Local Negotiating Committee for Teachers

LNCT Agreement no. 13 -

Generic DHT Remit

THE HIGHLAND COUNCIL - EDUCATION, CULTURE & SPORT SERVICE

GENERIC JOB SPECIFICATION – DEPUTE HEAD TEACHER

1. DEPUTE HEAD TEACHER DUTIES

- 1.1. The duties of a Depute Head Teacher are as described in Annex B of the agreement 'A Teaching Profession for the 21st Century', which is attached as Appendix 1.

'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.'

- 1.2 The agreement outlines the 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 out by the education authority under the overall direction of the Director of Education, Culture and Sport. 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:

- a) Responsibility for the leadership, good management and strategic direction of the school.*
- b) Responsibility for school policy for the behaviour management of pupils.*
- c) The management of all staff, and the provision of professional advice and guidance to colleagues.*
- d) The management and development of the school curriculum.*
- e) To act as advisor to the School Board and to participate in the selection and appointment of the staff of the school.*
- f) To promote the continuing professional development of all staff and to ensure that all staff have an annual review of their developmental needs.*
- g) Working in partnership with parents, other professionals, agencies and schools.*
- h) To manage the health and safety of all within the school premises.'*

2. KEY AREAS OF RESPONSIBILITY

- 2.1 The following four key areas of responsibility for promoted posts, which have been established by the Scottish Negotiating Committee for Teachers, apply to all Depute Head Teacher posts and are subject to job sizing by applying the job sizing toolkit as agreed by the SNCT.

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

- 2.2 The general duties of teachers will apply also to Depute Head Teachers. The teaching commitment will be determined by the Head Teacher. In the Primary sector this will be in accordance with the management time allocation to the school as outlined in the paper 'Primary Management Structures'.

- 2.3 The salary of a Depute Head Teacher will be determined by applying the job sizing toolkit as agreed by the SNCT.

Teacher / Chartered Teacher

Subject to the policies of the school and the education authority, the duties of teachers, promoted and unpromoted, are to perform such tasks as the Head Teacher shall direct having reasonable regard to overall workload related to the following categories: -

- (a) teaching assigned classes together with associated preparation and correction.
- (b) developing the school curriculum
- (c) assessing, recording and reporting the work of pupils.
- (d) preparing pupils for examinations and assisting with their administration.
- (e) providing advice and guidance to pupils on issues related to their education.
- (f) promoting and safeguarding the health, welfare and safety of pupils.
- (g) working in partnership with parents, support staff and other professionals.
- (h) undertaking appropriate and agreed continuing professional development.
- (i) participating in issues related to school planning, raising achievement and individual review
- (j) contributing towards good order and the wider needs of the school.

Principal Teacher

- (a) responsibility for the leadership, good management and strategic direction of colleagues.
- (b) curriculum development and quality assurance.
- (c) contributing to the development of school policy in relation to the behaviour management of pupils.
- (d) the management and guidance of colleagues.
- (e) reviewing the CPD needs, career development and performance of colleagues
- (f) the provision of advice, support and guidance to colleagues.
- (g) responsibility for the leadership, good management and strategic direction of pastoral care within the school.
- (h) the development of school policy for the behaviour management of pupils.
- (i) assisting in the management, deployment and development of pastoral care staff.
- (j) implementation of whole school policies dealing with guidance issues, pastoral care, assessment and pupil welfare.
- (k) working in partnership with colleagues, parents, other specialist agencies and staff in other schools as appropriate.

Head Teacher

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 out by the education authority under the overall direction of the Director of Education, Culture and Sport. The Head Teacher shall be accountable to the education authority for the following list of duties and for such other duties as can reasonable be attached to the post:

- (a) responsibility for the leadership, good management and strategic direction of the school.
- (b) responsibility for school policy for the behaviour management of pupils.
- (c) the management of all staff, and the provision of professional advice and guidance to colleagues.
- (d) the management and development of the school curriculum.
- (e) to act as advisor to the School Board and to participate in the selection and appointment of the staff of the school.
- (f) to promote the continuing professional development of all staff and to ensure that all staff have an annual review of their developmental needs.
- (g) Working in partnership with parents, other professionals, agencies and schools.
- (h) To manage the health and safety of all within the school premises.

Depute Head Teacher

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.

Signed on behalf of the Council

Signed on behalf of the Teachers' Side

Name Bruce Robertson

Name Andrew Stewart

Designation Joint Secretary LNCT

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Date 04 October 2005

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