



## **Education and Learning Service**

### **Highland Local Negotiating Committee for Teachers**

**LNCT Agreement no. 13  
(Revised November 2023)**

**Generic Depute Headteacher  
Job Specification**

# THE HIGHLAND COUNCIL - EDUCATION AND LEARNING SERVICE

## Generic Job Specification – Depute Headteacher

### Depute Headteacher Duties

The duties of a Depute Headteacher are as described in SNCT Handbook, Part 2 Section 2.

The role of a Depute Headteacher is to assist and, where necessary, deputise for the Headteacher in the conduct of school affairs. The duties of a Depute Headteacher are to support the Headteacher in the performance of his/her duties to:

- (a) Provide and promote leadership, good management, and strategic direction in areas of work of the school.
- (b) Promote high expectations and standards through the provision of professional advice, reviewing professional needs and performance, and supporting continuous professional development of colleagues.
- (c) Take responsibility for aspects of curriculum development, learning and teaching and meeting learners' needs.
- (d) Take responsibility for aspects of improvement planning and quality assurance.
- (e) Work in partnership with parents, other professionals, agencies, and other schools.

The general duties of teachers will apply also to Depute Headteachers. The teaching commitment will be determined by the Headteacher in the Secondary setting. In the Primary sector this will be in accordance with the management time allocation to the school as outlined within the document 'Primary School Teaching Entitlements'

The salary of a Depute Headteacher will be determined by applying the job sizing toolkit as agreed by the SNCT.

**THE HIGHLAND COUNCIL – EDUCATION AND LEARNING SERVICE**  
**JOB SPECIFICATION**

<b>Post</b>	Depute Headteacher
<b>Salary</b>	To be determined through Job-sizing process
<b>Location</b>	<school name>
<b>Responsible to</b>	Headteacher
<b>Job Purpose</b>	The role of the Depute Headteacher is to assist and, where necessary, to deputise for the Headteacher in the conduct of the school affairs. The outline duties for the Headteacher and Depute Headteacher are as described in SNCT Handbook, Part 2 Section 2.
<b>Key Responsibilities</b>	The Depute Headteacher shall be directly accountable to the Headteacher for the discharge of duties and for overall performance.
<b>Generic duties of the post</b>	<ul style="list-style-type: none"> <li>• To act as a lead professional in the school supporting the Headteacher and as an officer of the local authority</li> <li>• To support the Headteacher in providing appropriate vision, leadership and direction to ensure high standards for all the children and young people in our care so they become successful learners, confident individuals, responsible citizens and effective contributors.</li> <li>• Supporting and contributing to the development of a collaborative learning experience</li> <li>• Play a lead role in the development of whole school policies and their subsequent implementation and evaluation within Highland Council's framework for improvement</li> <li>• Develop good relationships with external partners and stakeholders to promote the inclusive school in the community</li> <li>• Act as a role model and support the delivery of quality education to pupils in accordance with Highland and school policies</li> <li>• To effectively contribute to local authority initiatives in a leadership capacity</li> <li>• Support the health, safety and wellbeing of young people in the school</li> </ul>
<b>Specific Duties of the post</b>	<ul style="list-style-type: none"> <li>• Insert specific areas of responsibility here.</li> </ul>
<b>To promote the CPD of all staff and to ensure that all staff have an annual review of their developmental needs.</b>	Within allocated areas of responsibility, the post holder will: <ul style="list-style-type: none"> <li>• Have direct management responsibility for members of teaching and non-teaching staff, as agreed with the Headteacher</li> <li>• Be responsible for the Professional Review and Development of allocated staff.</li> <li>• Assist with selection and recruitment of staff</li> </ul>
<b>Allocation of Duties</b>	The DHT will work under the direction of the Headteacher in accordance with the policies of the school, the Education and Learning Service and Highland Council. The Headteacher will determine specific areas of responsibility and management duties which may vary from time to time without making significant changes to the duties of the post or the level of responsibility entailed. Such variations are a common occurrence and would not normally justify re-job sizing. As a result of such variations, it may be necessary to update this job specification from time to time. If, following consultation and discussion with the Headteacher, the post holder is dissatisfied with any such variations, the post holder has the right to pursue the matter via the Council's Grievance Procedures.
<b>Other duties</b>	In addition, Depute Headteachers also have the duties and responsibilities of every teacher and a duty to carry out other such tasks and responsibilities as designated by the Headteacher within the terms of reference of the SNCT Handbook, Part 2 Section 2. All duties must be capable of being undertaken within contractual time, having regard to workload.
<b>Date</b>	November 2023

Signed on behalf of the Council

Signed on behalf of the Teachers' Side

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Name Nicky Grant  
Designation Joint Secretary LNCT  
Date 14 November 2023

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Name Alistair Bell  
Designation Joint Secretary LNCT  
Date 14 November 2023