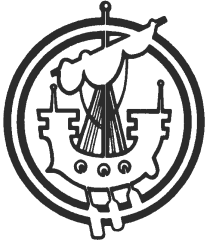


COMHAIRLE NAN EILEAN SIAR

Department of Education

Local Negotiating Committee Agreement

Title:	SENIOR MANAGEMENT JOB DESCRIPTIONS
Date:	6 June 2007



COMHAIRLE NAN EILEAN SIAR
Department of Education
Local Negotiating Agreement: June 2007

SENIOR MANAGEMENT JOB DESCRIPTIONS

Comhairle nan Eilean Siar

JOB DESCRIPTION-

Department:	Education	Ref:	
Post Title:	Head Teacher	Grade:	Subject to job-sizing.
Section or Location:	Name of School	Date:	June 2007
Reports To:	Director of Education		
Responsible For:	The efficient, economic and effective management of the school.		

Job Purpose and Duties

Job Purpose

The role of the Headteacher 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.

A Duties:

The Headteacher shall be accountable to the Education Authority for the following 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) Management and development of the curriculum in accordance with national and local priorities and policies.
- (e) Provision of advice and information to the Parent Council.
- (f) Participation in the selection and appointment of staff to the school.
- (g) Promotion of the continuing professional development of all staff and to ensure that all staff have an annual review of their development needs.
- (h) Working in partnership with parents, other professionals, agencies and schools
- (i) Management of the health and safety of all within the school premises.
- (j) Ensuring compliance with the Comhairle's Non Smoking at Work policy.
- (k) Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency and effectiveness of the service

The GTCS Standard for Headship is applicable to the fulfilment of these duties.

B Key Responsibility areas

Four key responsibility areas have been identified by SNCT for promoted posts, including Headteacher posts. These are:

- 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.

Duties applicable to these key responsibility areas are exemplified below.

KEY AREA	DUTIES
Leadership, good management and strategic direction of colleagues.	<ul style="list-style-type: none"> • Manage allocated teaching and non-teaching staff, in a culture of collegiality, equality and fairness. • Develop, empower and support effective teams and individuals, applying delegated leadership principles. • Ensure the appropriate implementation of all relevant conditions of service, including the monitoring of staff welfare. . • Manage and implement the Professional Review and Development of staff. • Manage the recruitment and selection of staff in the context of national legislation and local policies. • Manage the effective strategic and operational use of all allocated resources, within the authority DSM scheme regulations. • Manage student and induction scheme placements, giving appropriate support and advice. • Ensure the smooth running of all administrative matters, including systematic and robust data recording. • Ensure the health and safety of all staff, pupils and visitors to the school.
Curriculum development and quality assurance.	<ul style="list-style-type: none"> • Devise and communicate a shared vision for the school, taking account of its context and culture. • Manage the development of the curriculum in accordance with local and national policies and initiatives. • Manage quality improvement procedures, including the systematic monitoring and evaluation of teaching and learning. • Ensure that the school operates within a culture of respect, good behaviour and high expectations. • Encourage commitment to continuous improvement through self-evaluation and improvement planning. • Ensure the dissemination of good practice in teaching and learning. • Demonstrate and encourage creativity and flexibility in the process of curriculum development.
Whole school policy and implementation	<ul style="list-style-type: none"> • Manage the development and implementation of policies related to Learning and Teaching. • Manage the development and implementation of policy on pupil assessment and attainment; • Manage the development and implementation of policy on pastoral care, pupil welfare and support; • Manage the development and implementation of policy on behaviour management. • Ensure the implementation of the Comhairle Gaelic policy. • Ensure the implementation of the Comhairle policy on inclusion.
Working with partners	<ul style="list-style-type: none"> • Develop and sustain positive partnerships with parents/carers, pupils, other schools, services and agencies • Work with other education providers to enhance the educational opportunities of pupils. • Establish and maintain effective communication among all staff, with the parent body and the wider community. • Establish and maintain effective channels of communication with the authority. • Ensure effective consultation with staff, pupils, parents/carers. • Consult and communicate, as appropriate, with other services of the Comhairle and other relevant external agencies. • Participate in the development of authority-wide initiatives, as required.

C Teaching Duties

Where a post includes a teaching commitment, the duties of teachers as outlined in the LNCT agreement on Job Descriptions, will apply. The GTCS Standard for Full Registration is applicable to the fulfilment of these duties.

Comhairle nan Eilean Siar

JOB DESCRIPTION-

Department:	Education	Ref:	
Post Title:	Depute Head Teacher	Grade:	Subject to job-sizing
Section or Location:	Name of school	Date:	June 2007
Reports To:	Head teacher		
Responsible For:	Assisting the Head Teacher in the efficient, economic and effective management of the school.		

Job Purpose and Duties

Job Purpose

The role of the Depute Head teacher is to assist and where necessary, to deputise for the Headteacher in the conduct of the school's affairs. The depute must work closely with the Headteacher in all aspects of school life, must be capable of making decisions in his/her absence, and will take a lead role in agreed assigned tasks related to the development priorities of the school.

A Duties:

In relation to the role of assisting and deputising for the Headteacher, the duties allocated to the post of Depute relate to the duties for which the Headteacher is accountable to the Education Authority:

- (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) Management and development of the curriculum in accordance with national and local priorities and policies.
- (e) Participation in the selection and appointment of staff to the school.
- (f) Promotion of the continuing professional development of all staff and to ensure that all staff have an annual review of their development needs.
- (g) Working in partnership with parents, other professionals, agencies and schools
- (h) Management of the health and safety of all within the school premises.
- (i) Ensuring compliance with the Comhairle's Non Smoking at Work policy.
- (j) Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency and effectiveness of the service

The GTCS Standard for Headship is applicable to the fulfilment of these duties.

B Key Responsibility areas

Four key responsibility areas have been identified by SNCT for promoted posts. These are:

- 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.

Duties applicable to these key responsibility areas are **exemplified** below, and may be amended appropriately in accordance with the needs of the school and in order to progress local and national priorities.

Following consultation with the postholder, the Headteacher will determine the Depute Headteacher's **specific areas of responsibility**, teaching commitment and senior management duties.

KEY AREA	DUTIES
<p>Leadership, good management and strategic direction of colleagues, with reference to agreed areas of responsibility</p>	<ul style="list-style-type: none"> • Deputise for the Head teacher as required. • Manage delegated operational aspects of the school. • Line manage allocated teaching and non-teaching staff, in a culture of collegiality, equality and fairness. • Assist in the appropriate implementation of all relevant conditions of service, including the monitoring of staff welfare. • Assist in the recruitment and selection of staff in the context of national legislation and local policies. • Manage the effective strategic and operational use of allocated budgets. • Provide professional advice, support and guidance to staff • Ensure the health and safety of all staff, pupils and visitors to the school.
<p>Curriculum development and quality assurance, with reference to agreed areas of responsibility.</p>	<ul style="list-style-type: none"> • Contribute to the implementation of the school's vision, taking account of the values, heritage and culture of its community. • Contribute to the development of a bilingual curriculum in accordance with local and national policies and initiatives. • Participate in quality improvement procedures, including the systematic monitoring and evaluation of teaching and learning. • Ensure that the school operates within a culture of respect, good behaviour and high expectations. • Demonstrate commitment to continuous improvement through self-evaluation and improvement planning. • Disseminate good practice in teaching and learning.
<p>Whole school policy and implementation with reference to agreed areas of responsibility</p>	<ul style="list-style-type: none"> • Contribute to the development and implementation of policies related to Learning and Teaching. • Contribute to the development and implementation of policy on pupil assessment and attainment; • Contribute to the development and implementation of policy on pastoral care, pupil welfare and support; • Contribute to the development and implementation of policy on behaviour management. • Ensure the implementation of the Comhairle Gaelic policy. • Ensure the implementation of the Comhairle policy on inclusion.
<p>Working with partners within agreed areas of responsibility.</p>	<ul style="list-style-type: none"> • Develop and sustain positive partnerships with parents/carers, pupils, other schools, services and agencies • Work with other education providers to enhance the educational opportunities of pupils. • Establish and maintain effective communication among staff, with the parent body and the wider community. • Ensure effective consultation with staff, pupils, parents/carers. • Liaise, as appropriate, with other services of the Comhairle and other relevant external agencies. • Participate in the development of authority-wide initiatives, as required.

C Teaching Duties

The post of Depute Head teacher includes a teaching commitment, with duties as outlined in the LNCT agreement on Job Descriptions. The GTCS Standard for Full Registration is applicable to the fulfilment of teaching duties.