

Notice of Meeting and Agenda

Renfrewshire Council Joint Negotiating Committee for Teaching Staff

Date	Time	Venue
Tuesday, 10 November 2020	14:00	Teams Meeting,

KENNETH GRAHAM
Head of Corporate Governance

Representing Renfrewshire Council Management

Provost L Cameron; Councillor J Paterson; G McKinlay, Head of Schools (Joint Secretary); J Calder, Head of Service (Curriculum and Quality); H Paterson, Head Teacher, Heriot Primary School; M A Renfrew, Head Teacher, Trinity High School; J Colquhoun, Education Manager (Development); A Hall, Education Manager (Development); M Thomas, Education Manager (Development); and L Mullin, Principal HR and OD Adviser (Finance & Resources).

Representing Renfrewshire Council Teaching Staff

K Fella (Joint Secretary), J Welsh, C Carson, A Howie, Y Murray, D Tollan, JP Tonner (all EIS); J Liston (SSTA); L Gibson (NASUWT); tbc (Voice); and S McCrossan (Adviser to the Teachers' side).

Further Information

This is held in private and is not open to members of the public.

A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting online at <http://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx>
For further information, please email democratic-services@renfrewshire.gov.uk.

Items of business

Apologies

Apologies from members.

Declarations of Interest

Members are asked to declare an interest in any item(s) on the agenda and to provide a brief explanation of the nature of the interest.

1 Appointment of Chairperson

Consider the appointment of a Chairperson for this meeting.

2 Minute of Previous Meeting 3 - 8

Minute of previous meeting held on 1 September 2020.

3 Covid-19 Update 9 - 10

Report by Joint Secretary (Management Side).

4 Digital School: Secondary 11 - 12

Report by Head of Service (Curriculum and Quality).

5 Head Teacher Qualification 13 - 26

Report by Joint Secretary (Management Side).

6 Tier 3 Covid-19 Strategy 27 - 28

Report by Joint Secretary (Teachers' Side).

7 SNCT Handbook - Paragraph 6.34 29 - 30

Report by Joint Secretary (Teachers' Side).

8 Improvement Planning and Reporting 31 - 32

Report by Joint Secretary (Teachers' Side).

9 Date of Next Meeting

Note that the next meeting will be held on 9 February 2021.

Minute of Meeting

Renfrewshire Council Joint Negotiating Committee for Teaching Staff

Date	Time	Venue
Tuesday, 01 September 2020	14:00	Teams Meeting,

Representing Renfrewshire Council Management

Councillor Paterson; G McKinlay, Head of Schools, J Calder, Head of Service (Curriculum and Quality), J Colquhoun, Education Manager (Development), A Hall, Education Manager (Development), H Paterson, Head Teacher, Heriot Primary School, M A Renfrew, Head Teacher, Trinity High School, and M Thomas, Education Manager (Development) (all Children's Services); and L Mullin, Principal HR & OD Advisor (Finance & Resources).

Representing Renfrewshire Council Teaching Staff

K Fella, C Carson, A Howie, Y Murray, D Tollan, JP Tonner and J Welsh (all EIS); J Liston (SSTA); L Gibson (NASUWT); and S McCrossan (Adviser to Teachers' Side).

In Attendance

T Slater, Senior Committee Services Officer (Finance & Resources).

Apology

Provost Cameron.

Declarations of Interest

There were no declarations of interest intimated prior to the commencement of the meeting.

1 Appointment of Chairperson

In accordance with the terms of the local recognition and procedure agreement, which stated that the Chair of the Committee should alternate between the two sides comprising the Renfrewshire Council Joint Negotiating Committee for Teaching Staff, it was agreed that J Welsh would chair this meeting of the Renfrewshire Council Joint Negotiating Committee for Teaching Staff.

DECIDED: That J Welsh chair this meeting of the Renfrewshire Council Joint Negotiating Committee for Teaching Staff.

2 Minute of Previous Meeting

There was submitted the Minute of meeting held on 2 June 2020.

It was noted that J Liston had replaced S Dargie as the SSTA District Secretary and was now the SSTA representative on the Renfrewshire Council Joint Negotiating Committee for Teaching Staff.

New members were welcomed to their first meeting of the Committee.

DECIDED:

(a) That the update be noted; and

(b) That the Minute be approved.

Sederunt

J Liston and Councillor Paterson joined the meeting during consideration of the following item of business.

3 Absence Statistics - Quarter 4 of 2019/2020

There was submitted a report by the Director of Finance & Resources relative to the Council's absence statistics for the period 1 January to 31 March 2020. The report provided information in relation to absence targets and how services and categories of staff had performed against them. An analysis of the reasons for absence for the period was included in the report. Information was also provided on supporting attendance activity.

DECIDED: That the report be noted.

4 Amendment to School Holiday Arrangements School Session 2020/2021

Under reference to Item 3 of the Minute of the meeting of the Education and Children's Services Policy Board held on 20 August 2020, there was submitted a report by the Joint Secretary (Management Side) relative to the requirement to amend school holiday arrangements for school session 2020/2021.

The report advised that, due to the Covid-19 pandemic, the Scottish Government Guidance Document entitled “The Strategic Framework for the Reopening of School and ELC Provision” confirmed that the start date of the new term would be standardised to 11 August 2020 across all councils in Scotland on an exceptional basis for the purposes of managing Covid-19.

The report further advised that, following consultation with staff, parent councils, pupil councils, teaching and other trade unions, arrangements were made that required teachers to return to work on Monday, 10 August 2020 and pupils returning to school on Wednesday, 12 August 2020. The additional two days worked in August would be moved to the Christmas break. The Policy Board report on the amended school holiday arrangements was attached as an appendix to the report.

DECIDED: That the revised school holiday arrangements for academic year 2020/2021, as outlined in the appendix to the report, be noted.

5 School Holiday Arrangements School Session 2021/22

Under reference to Item 4 of the Minute of the meeting of the Education and Children’s Services Policy Board held on 20 August 2020, there was submitted a report by the Joint Secretary (Management Side) relative to the agreed local school holiday arrangements for the school session commencing in August 2021.

The report intimated that, in line with the normal consultation arrangements, three potential options had been circulated to staff, parent councils, pupil councils, teaching and other trade unions for consideration. These proposals were detailed in the report approved by the Policy Board, attached as an appendix to the report.

The school holiday proposal preferred by the majority of those who had submitted responses to the consultation was detailed in Appendix 1 to the Policy Board report, with Appendices 2 and 3 outlining the proposals less favoured and Appendix 4 providing a summary of the consultation responses.

DECIDED: That the school holiday arrangements for academic year 2021/2022, as detailed in the appendix to the report, be noted.

6 Responding to the Pandemic and Reopening Schools

There was submitted a report by the Joint Secretary (Management Side) relative to the work undertaken in response to the Covid-19 pandemic to protect and support employees, communities and the vulnerable.

The report highlighted the commitment and resilience shown by colleagues across the council in delivering essential services, volunteering to support frontline services and helping others to remain safe at home.

The report provided information on the work undertaken by teachers and other school and Children’s Services staff throughout the period of lockdown to support learning from home and ensure the safety and wellbeing of the most vulnerable children and young people. Information was also provided on the ongoing collaborative engagement with professional associations to ensure the safe reopening of schools and the role of the JNC in continuing to ensure the health, safety and wellbeing of all employees.

The Joint Secretary (Management Side) acknowledged the work and effort that everyone had made during this time and expressed his thanks for this. This was echoed by Councillor Paterson.

Following discussion on various issues, it was agreed to distribute risk assessment information to members.

DECIDED: That the report be noted.

7 Digital School: Primary

There was submitted a report by the Head of Service (Curriculum and Quality) relative to the development of an online Digital School to ensure continuity of learning for any children or young people required to self-isolate.

Children and young people would be able to access learning via either Microsoft Teams or Google Classroom and would be supported by another teacher who was currently shielding and working from home.

The report advised that ongoing evaluation of this provision would be necessary, and it was intended to provide similar support to secondary school pupils, with the details on this were still to be finalised.

DECIDED: That the report be noted.

Sederunt

H Paterson left the meeting during consideration of the following item of business.

8 Covid Health and Safety

There was submitted a report by the Joint Secretary (Teachers' Side) relative to concerns about the maintenance of health and safety mitigations to minimise the risk of Covid infections within Renfrewshire schools.

The report requested that a proactive approach be taken which could be achieved by encouraging the establishment of weekly school Health and Safety Committees with a particular focus on Covid mitigations.

Following discussion, it was agreed that Children's Services approach had been proactive in dealing with issues quickly and engaging with trade unions. The Joint Secretary (Management Side) agreed to remind and encourage Head Teachers to engage proactively and, if possible, this could be done through Health and Safety Committees, however, highlighted that this avenue may not be appropriate for every school.

DECIDED: That the Joint Secretary (Management Side) would encourage Head Teachers to continue to engage proactively with teachers and trade unions, which could be undertaken through the establishment of Health and Safety Committees, where appropriate.

9 Working Time Agreements

There was submitted a report by the Joint Secretary (Teachers' Side) relative to school Working Time Agreements.

The report advised that school Working Time Agreements existed to manage excessive workload demands and ensure that the tasks required of teachers by management were able to be completed within the contractual 35 hour week. The report intimated that, although Renfrewshire JNC had an existing agreement, the mitigations in place to address the threat of Covid-19 would have an impact on some of the activities that would normally form part of a Working Time Agreement and would have implications for the operation of non-class contact time (NCCT).

The report referred to SNCT guidance in JS/20/79 and requested that discussions take place between Management and the Teachers' Side to agree a temporary adjustment to the agreed protocols on Working Time Agreements and NCCT during the Covid-19 crisis on the understanding that the extant arrangements would be reinstated once the Covid-19 mitigations were no longer required.

Following discussion, the Joint Secretary (Management Side) agreed that there had to be flexibility and that this had been communicated to Head Teachers.

DECIDED: That discussions take place between Management and the Teachers' Side to agree a temporary adjustment to the agreed protocols on Working Time Agreements and NCCT during the Covid-19 crisis on the understanding that extant arrangements would be reinstated once the Covid-19 mitigations were no longer required.

10 Date of Next Meeting

The next meeting was scheduled to take place on Tuesday, 10 November 2020 at 2.00pm via Microsoft Teams.

DECIDED: That it be noted that the next meeting of the Renfrewshire Council Joint Negotiating Committee for Teaching Staff would take place on Tuesday, 10 November 2020 at 2.00pm via Microsoft Teams.

Renfrewshire Joint Negotiating Committee for Teachers

To: Renfrewshire Joint Negotiating Committee for Teachers

On: 10 November 2020

**Report by
Head of Schools**

Covid-19 Update**1. Background**

- 1.1 Following the decision by the Scottish Government, children and young people returned to full-time education in school or nursery from 12 August 2020.
- 1.2 The purpose of this report is to highlight the work of staff in schools to ensure continuity of learning for all our children and young people. This has been and continues to be extremely challenging and the thanks of the management side must go to all for their ongoing efforts.
- 1.3 Ongoing collaborative engagement with professional associations has been key to ensuring schools have been able to reopen. In line with national guidance. The role of JNC continues to be a highly significant part of continuing to ensure the health, safety and wellbeing of all our employees.
- 1.4 Risk assessments continue to be amended and updated in line with national expectations as required. Where issues arise a collegiate approach is taken in order to mitigate risk and ensure the health, wellbeing and safety of the whole school community.
- 1.5 The council's confirmed case assessment (CCA) process ensures a swift response to any confirmed case of Covid-19 in a school establishment. Working closely with Public Health, close contacts are identified and appropriate staff and pupils self-isolate as required.
- 1.6 It is likely that ongoing restrictions will be in place for some time to come. As a consequence, ongoing engagement and collaboration will remain a significant aspect of the work of JNC throughout the remainder of this academic session. Regular meetings with teachers' side representatives will continue to ensure issues can be addressed as speedily as possible.

2 Recommendations

- 2.1 The JNC is asked to note the contents of this report and to acknowledge and thank all staff in schools for their ongoing efforts.

Agenda Item

Renfrewshire Joint Negotiating Committee for Teachers**To: Renfrewshire Joint Negotiating Committee for Teachers****On: 10 November 2020**

Report by
Head of Service: Curriculum and Quality

Digital School: Secondary**1. Background**

- 1.1. As a result of the NHS Public Health Test and Protect Programme, children and young people may be required to self-isolate for up to 14 days.
- 1.2. It is important that we ensure continuity of learning for any children and young people in this position.
- 1.3. It may not always be possible for the school to provide this additional support.
- 1.4. If the school is unable to provide support a website has been developed that pupils can be signposted to.
- 1.5. Teachers have been commissioned to develop the resource across all subjects. This is being supported by subject leads.
- 1.6. A Subject Support Surgery for pupils has been established. Pupils who are isolating can ask teachers subject specific questions via Microsoft Teams. Teachers are involved in this surgery on a voluntary basis with the support of their Head Teacher.
- 1.7. Each school has committed to 4 periods of support.
- 1.8. Pupils who do not have access to a device and/or wifi will be provided with appropriate equipment to enable them to access the on-line support.
- 1.9. At this stage we cannot predict the demand for this programme therefore on-going evaluation will be necessary.

2. Recommendation

It is recommended that the JNC agrees the content of this report.

Agenda Item**Renfrewshire Joint Negotiating Committee for Teachers**

To: Renfrewshire Joint Negotiating Committee for Teachers

On: 10 November 2020

**Report by
Head of Schools**

Head Teacher Qualification

1. Background

- 1.1 The Scottish Government introduced a Statutory Instrument entitled “The Head Teachers Education and Training Standards (Scotland) Regulations 2019” which came into force from 1 August 2020
- 1.2 This legislation states that the attainment of the “Standard for Headship” does not apply to those who on or before 1 August 2020 held a permanent appointment as a head teacher of a public school, a grant-aided school or an independent school.
- 1.3 The legislation goes on further to state that after 1 August 2020 an education authority is not prevented from appointing a person as a head teacher by an education authority where that person has not yet achieved the Standard for Headship, provided the appointment does not exceed 30 months
- 1.4 Having consulted with Education Scotland, the attainment of the “Into Headship” national programme, will take between 12-18 months to attain, with participants thereafter awarded the GTCS Standard for Headship.
- 1.5 To ensure that our job profile/person specifications for the role of Head Teacher reflect this new essential requirement, revised versions are attached for reference. The amendments/wording to the job profile/person specification consider outcomes from benchmarking across other local authorities.
- 1.6 Where a recommended candidate has not yet achieved the standard for headship the post may be offered on an acting/temporary basis for a maximum period of 20 months, on the condition that they commit to gaining this qualification within this timescale. Thereafter a permanent contract will be offered when the course is successfully completed.

- 1.7 If it becomes clear that this essential qualification will not be achieved within 20 months, then the acting/temporary contract will end with appropriate notice. If the recommended candidate was employed by Renfrewshire Council prior to the acting/temporary arrangement, they will revert to their substantive grade within the council. If the candidate was not employed by Renfrewshire Council and they do not complete the qualification within 20 months, the acting/temporary contract will be terminated.
- 1.8 Highly effective support for the qualification is provided to aspiring head teachers in Renfrewshire and the programme is fully funded to ensure there are no barriers for any aspiring individuals. Support includes cover to provide increased time for the completion of course assignments and mentoring from a former participant in the Into Headship qualification.
- 1.9 It should be noted that this requirement only relates to those being appointed for the first time as a head teacher and not for those who are already head teachers and moving to a new post.

2 Recommendations

- 2.1 The JNC is asked to note the contents of this report.

RENFREWSHIRE COUNCIL

CHILDREN'S SERVICES

SECONDARY HEAD TEACHER - JOB OUTLINE

GENERAL DUTIES

The head teacher is required to:

1. manage the affairs of the school to the benefit of the pupils and the wider community in compliance with the requirements of the statutes relating to the provisions of education and the general duty of care owed to staff and pupils;
2. within the framework of the authority's policies, vision and values to formulate clear aims for the school and policies to ensure their achievement;
3. ensure the communication of these aims and policies to all staff, pupils, parents and other users of the school;
4. act, on behalf of the authority, as principal professional adviser to the parent council and to provide to the parent council such advice and information as is required by the Scottish Schools (Parental Involvement) Act 2006.
5. encourage and promote the development of the corporate life of the school and by so doing to create an ethos conducive to healthy relationships, high morale and sound learning; and
6. contribute more generally to the work of the education authority as required, for example, by taking part in the appraisal of other head teachers or by participating in working groups formed by the authority.

ACCOUNTABILITY

The head teacher is accountable to the education authority through the director of Children's Services.

MANAGING THE AFFAIRS OF THE SCHOOL

The head teacher shall be responsible for the management of staff by:

1. participating as required in the selection, appointment, staff development and review of the staff of the school;
2. ensuring that the expertise of staff is recognised, and is employed in such a way that pupils and their parents benefit fully and that members of staff may be clear about their individual roles and may derive as much satisfaction as possible from their work;

3. consulting fully with staff on the formulation, implementation and evaluation of school policy;
4. promoting the professional development and welfare of staff both collectively and individually;
5. implementing within the school all relevant conditions of service, disciplinary and grievance procedures and other matters of a contractual nature; and
6. in consultation with relevant colleagues, assessing and monitoring the effectiveness of staff and providing reports as required for appointment and promotions purposes.

The head teacher shall be responsible for the management of the curriculum by:

1. managing and developing the curriculum in accordance with the policies of the authority and taking account of relevant advice given by the Scottish Executive;
2. encouraging the development of teaching methods which promote effective learning by all;
3. preparing efficient arrangements for the timetabling of staff so that the requirements of the curriculum may be adequately met;
4. ensuring that the progress of pupils is monitored, recorded and reported to parents and others who may have a right of know;
5. devising an overall policy for pupil support and establishing effective structures for its implementation; and
6. ensuring the implementation of strategic policies of the council, for example, in relation to equal opportunities.

The head teacher shall be responsible for the management of resources by:

1. ensuring that appropriate arrangements are made for the management of the school budget and any other school finances, including proper procedures to account for these;
2. formulating policies to guide the requisitioning, use and protection of all resources, including teaching materials, equipment and accommodation;
3. preparing proposals for the disbursement of per capita funding for teaching and learning materials and submitting these to the parent council;
4. ensuring that appropriate procedures are observed in relation to the health and safety of all users; and
5. assisting the authority to ensure that school buildings are properly maintained.

The head teacher shall be responsible for the management of communications by:

1. establishing effective channels of communication among all staff and with all users of the school;
2. keeping such channels of communication under review;
3. consulting and communicating with parents about the affairs of the school and the progress of their children, in particular by arranging regular meetings between parents and teachers to assist such communication;
4. being the school's official correspondent with the authority itself and with interested groups such as other departments of the council, external agencies, other schools, parents and the wider community;
5. reporting to the authority on matters affecting the school and in particular, alerting the authority and keeping it informed of situations of a non-routine nature; and
6. maintaining all necessary records relating to the life and work of the school and responding timeously to requests for information by the authority or other bodies to which there is a duty to respond.

The head teacher shall be responsible for the management of the corporate life of the school by:

1. promoting the implementation of all aspects of the school's development plan;
2. encouraging among pupils the highest standards of behaviour;
3. fostering among pupils, parents, staff and other users of the school and awareness of the school as a community with which they can all identify;
4. encouraging the development of social, educational and recreational activities which provide pupils, parents, staff and other users of the school with opportunities to meet informally beyond the bounds of the normal working day of the school; and
5. seeking opportunities to link the work of the school with that of the wider community of which it is a part and by so doing, emphasising the mutual benefits which are derived from such links.

RELATIONSHIPS

The head teacher shall seek to form and maintain effective working relationships with all users of the school and the school's staff, the office-bearers and members of the parent council, other educational establishments, officers of the authority and other departments of the council, representatives of the wider community, officers involved in the staff development and review process and representatives of external agencies with rights to operate in relation to the school.

AUTHORITY

The head teacher shall have authority over users of the day school and shall have powers to require compliance with all reasonable instructions given to staff in relation to the management of the school.

OTHER DUTIES

The head teacher shall be responsible for such other reasonable duties as may from time to time be assigned by the director of Children's Services.

Include GTC box as appropriate

GTCS STANDARD FOR HEADSHIP

GTCS Standard for Headship is now an essential requirement for this post. However, the post may be offered on an Acting/Temporary basis for a maximum period of 20 months, on the condition that the successful candidate commits to gaining this qualification within this timescale. Thereafter a permanent contract will be offered when the course is successfully completed.

If it becomes clear that this essential qualification will not be achieved within 20 months then the acting/temporary contract will end with appropriate notice. If the candidate was employed by Renfrewshire Council prior to the acting/temporary arrangement, they will revert to their substantive grade within the council. If the candidate was not employed by Renfrewshire Council and they do not complete the qualification within 20 months, the acting/temporary contract will be terminated.

RENFREWSHIRE COUNCIL

CHILDREN'S SERVICES

SECONDARY HEAD TEACHER - PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications	As required by GTC GTCS Standard for Headship. Church Approval (Denom)	Additional qualifications Certificate of Religious Teaching (denom)
Experience	Experience in senior promoted post or equivalent.	A range of senior management activities.
Professional Development	Detailed understanding of Staff Development and Appraisal.	Active participation in regional or national initiatives.
Working with and leading others	Proven ability in creating, developing and leading a team of staff.	Evidence of success in developing good relationships with the wide school community and outside agencies. Experience of Faith awareness/development related activities in school (denom)
Management Skills	Ability to maintain an overview of a variety of whole school issues and to provide direction and support in any of them, as necessary.	Success in management of a major whole school change/initiative.
Communication Skills	Evidence of high standards of communication in planning, organising and coordinating major school activities.	A positive attitude in ensuring effective communication in promoting and facilitating partnerships with parents and the business community.

Curriculum Initiative	Effective managerial involvement in the implementation of a major curricular change.	Responsible for implementing a major whole school development.
Interpersonal Skills	Evidence of good working relationships throughout the school.	Proven success in motivating, encouraging and supporting a wide range of people.
Ethos	Evidence of a commitment to a learning community.	Active involvement in activities which create, develop and maintain a positive ethos throughout the school.
Customer Care	An appreciation of the views of the school's different customer groups and experience on how to deal with these.	Ability in establishing effective procedures for meeting the expectations of all customers.
Monitoring and Evaluating	Effective use of a variety of monitoring methods, such as meetings, reports, interim evaluations, interviews.	Successful involvement in the formulation and evaluation of a major whole school development.
Quality Assurance	Understanding of the school development planning process and the use of the plan in the management of the school.	Use of performance indicators to establish, monitor and evaluate key areas of development.

Include GTC box as appropriate

RENFREWSHIRE COUNCIL

CHILDREN'S SERVICES

PRIMARY HEAD TEACHER - JOB OUTLINE

GENERAL DUTIES

The head teacher is required:

1. To manage the affairs of the school to the benefit of the pupils and the wider community in compliance with the requirements of the statutes relating to the provisions of education and the general duty of care owed to staff and pupils;
2. Within the framework of the authority's policies, vision and values to formulate clear aims for the school and policies to ensure their achievement;
3. To ensure the communication of these aims and policies to all staff, pupils, parents and other users of the school;
4. To act, on behalf of the authority, as principal professional adviser to the parent council and to provide to the parent council such advice and information as is required by the Scottish Schools (Parental Involvement) Act 2006;
5. To encourage and promote the development of the corporate life of the school and by so doing to create an ethos conducive to healthy relationships, high morale and sound learning;
6. To contribute more generally to the work of the education authority as required, for example, by taking part in the appraisal of other head teachers or by participating in working groups formed by the authority.

ACCOUNTABILITY

The head teacher is accountable to the education authority through the Director of Children's Services.

MANAGING THE AFFAIRS OF THE SCHOOL

The head teacher shall be responsible for:

1. The management of staff by
 - a. participating as required in the selection, appointment, staff development and review of the staff of the school;

- b. ensuring that the expertise of staff is recognised, and is employed in such a way that pupils and their parents benefit fully and that members of staff may be clear about their individual roles and may derive as much satisfaction as possible from their work;
- c. consulting fully with staff on the formulation, implementation and evaluation of school policy;
- d. promoting the professional development and welfare of staff both collectively and individually;
- e. implementing within the school all relevant conditions of service, disciplinary and grievance procedures and other matters of a contractual nature;
- f. in consultation with relevant colleagues, assessing and monitoring the effectiveness of staff and providing reports as required for appointment and promotions purposes.

2. The management of the curriculum by:

- a. managing and developing the curriculum in accordance with the policies of the authority and taking account of relevant advice given by the Scottish Executive;
- b. encouraging the development of teaching methods which promote effective learning by all;
- c. preparing efficient arrangements for the timetabling of staff so that the requirements of the curriculum may be adequately met;
- d. ensuring that the progress of pupils is monitored, recorded and reported to parents and others who may have a right of know;
- e. devising an overall policy for pupil support and establishing effective structures for its implementation;
- f. ensuring the implementation of strategic policies of the council, for example, in relation to equal opportunities.

3. The management of resources by:

- a. ensuring that appropriate arrangements are made for the management of the school budget and any other school finances, including proper procedures to account for these;
- b. formulating policies to guide the requisitioning, use and protection of all resources, including teaching materials, equipment and accommodation;

- c. preparing proposals for the disbursement of per capita funding for teaching and learning materials and submitting these to the parent council;
- d. ensuring that appropriate procedures are observed in relation to the health and safety of all users;
- e. assisting the authority to ensure that school buildings are properly maintained.

4. The management of communications by:

- a. establishing effective channels of communication among all staff and with all users of the school;
- b. keeping such channels of communication under review;
- c. consulting and communicating with parents about the affairs of the school and the progress of their children, in particular by arranging regular meetings between parents and teachers to assist such communication;
- d. being the school's official correspondent with the authority itself and with interested groups such as other departments of the council, external agencies, other schools, parents and the wider community;
- e. reporting to the authority on matters affecting the school and in particular, alerting the authority and keeping it informed of situations of a non-routine nature;
- f. maintaining all necessary records relating to the life and work of the school and responding timeously to requests for information by the authority or other bodies to which there is a duty to respond.

5. The management of the corporate life of the school by:

- a. promoting the implementation of all aspects of the school's development plan;
- b. encouraging among pupils the highest standards of behaviour;
- c. fostering among pupils, parents, staff and other users of the school and awareness of the school as a community with which they can all identify;
- d. encouraging the development of social, educational and recreational activities which provide pupils, parents, staff and other users of the school with opportunities to meet informally beyond the bounds of the normal working day of the school;
- e. seeking opportunities to link the work of the school with that of the wider community of which it is a part and by so doing, emphasising the mutual benefits which are derived from such links.

6. Relationships

The head teacher shall seek to form and maintain effective working relationships with all users of the school and the school's staff, the office-bearers and members of the parent council, other educational establishments, officers of the authority and other departments of the council, representatives of the wider community, officers involved in the staff development and review process and representatives of external agencies with rights to operate in relation to the school.

7. Authority

The head teacher shall have authority over users of the day school and shall have powers to require compliance with all reasonable instructions given to staff in relation to the management of the school.

8. Other Duties

The head teacher shall be responsible for such other reasonable duties as may from time to time be assigned by the Director of Children's Services.

Include GTC box as appropriate

GTCS STANDARD FOR HEADSHIP

GTCS Standard for Headship is now an essential requirement for this post. However, the post may be offered on an Acting/Temporary basis for a maximum period of 20 months, on the condition that the successful candidate commits to gaining this qualification within this timescale. Thereafter a permanent contract will be offered when the course is successfully completed.

If it becomes clear that this essential qualification will not be achieved within 20 months then the acting/temporary contract will end with appropriate notice. If the candidate was employed by Renfrewshire Council prior to the acting/temporary arrangement, they will revert to their substantive grade within the council. If the candidate was not employed by Renfrewshire Council and they do not complete the qualification within 20 months, the acting/temporary contract will be terminated.

RENFREWSHIRE COUNCIL

CHILDREN'S SERVICES

PRIMARY HEAD TEACHER - PERSON SPECIFICATION

Post: Head Teacher School: Primary

Criteria	Essential	Desirable
Qualification	As required by GTC Into Headship Qualification Church Approval	Additional qualifications Certificate of Religious Teaching
Experience	Experience in senior promoted post or equivalent	Successful range of experiences in post of DHT or equivalent
Professional Development	Experience of undertaking opportunities for personal development in a range of key issues with particular reference to management of the curriculum	Experience of organising in-school in-service and staff development to meet identified needs for example promoting a positive school ethos, developing the Faith Community in denominational schools, learning and teaching, CFE, GIRFEC
Working with and Leading Others	Proven success in developing and leading a team of staff in pursuing an active role in the school community	Involvement in national, regional and divisional initiatives Experience of faith awareness/development related activities in school
Management Skills	Evidence of effective use of time, personnel and resources in the management of whole school issues	Experience of successfully managing a whole school initiative or issue
Communication Skills	Evidence of good communication in planning, organising and co-ordinating major school activities	Confidence and experience in making formal presentations to a variety of audiences

Curriculum Initiative	Significant positive and enthusiastic contribution to innovative school development	Effective managerial involvement in the implementation of an important curricular initiative
Interpersonal Skills	Supportive of colleagues and highly participative	Proven success in motivating, encouraging and supporting others
Commitment to Current Council Priorities	Direct involvement in ensuring that education of the highest standard is delivered to all pupils	Actively involved in promoting council priorities
Customer Care	A known reputation for treating parents and the wider community as valued customers	Ability in establishing effective procedures for meeting the expectations of all customers

Include GTC box as appropriate

Agenda Item

Renfrewshire Joint Negotiating Committee for Teachers**To:** Renfrewshire Joint Negotiating Committee for Teachers**On: 10 November 2020**

Tier 3 Covid-19 Strategy
Report by
Joint Secretary (Teachers' Side)

Background

The recent updated Scottish Government guidance on reducing the risk from Covid-19 in schools shifts the emphasis of the guidance from 'reopening schools' to 'protective measures in schools.' The guidance states that local authorities and schools should, in consultation with staff and trade unions, ensure there are clear plans for effective implementation of local strategies. It also states that schools should ensure that risk assessments are updated appropriately for the autumn/winter period in consultation with local authorities, staff, trade unions and PFI providers.

Action

A meeting to be arranged between management and the trade unions as a matter of urgency to discuss revisions required to comply with the updated guidance.

Agenda Item

Renfrewshire Joint Negotiating Committee for Teachers**To:** Renfrewshire Joint Negotiating Committee for Teachers**On:** 10 November 2020**SNCT Handbook – Paragraph 6.34**

Report by

Joint Secretary (Teachers' Side)**Background**

Guidance has been issued for all Council employees in relation to absence due to Covid-19. Some of this guidance does not seem to comply with the SNCT provision relating to infectious diseases.

Action

Recognition that it is Paragraph 6.34 of the SNCT Handbook which governs the pay and conditions of teachers in relation to Covid-19.

6.34 An employee who is prevented from attending the place of employment because of contact with notifiable infectious diseases, shall advise the Council immediately and shall be entitled to full pay during absence. A period of absence, in this case, should not be reckoned against his/her entitlement to sickness allowance.

Agenda Item**Renfrewshire Joint Negotiating Committee for Teachers**

To: Renfrewshire Joint Negotiating Committee for Teachers

On: 10 November 2020

Improvement Planning and Reporting

Report by

Joint Secretary (Teachers' Side)

Background

Paragraphs 211-213 of the updated Scottish Government guidance on reducing the risks of Covid-19 in schools relate to the improvement planning and reporting cycle in schools. The Director of Learning at the Scottish Government wrote to all Directors of Education making it clear that planning for 2020-21 should focus on recovery and then continuity of provision under these changed circumstances. There will be a continued emphasis on issues such as supporting student and staff health and wellbeing; transitions at all levels; the impact of tragedy in communities; identifying gaps in learning; and a renewed focus on closing the poverty related attainment gap.

Action

The Teachers' Side is seeking agreement that Quality Improvement visits undertaken by Education Managers will be proportionate to these challenging times and will recognise the health and wellbeing and workload implications for Renfrewshire teachers.

