

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;
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4. The management of communications by:

- a. establishing effective channels of communication among all staff and with all users of the school;
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- 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;
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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.

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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