



Aberdeen City Council
Job Profile

Head Teacher

About Aberdeen City Council

Our purpose is to ensure the People and Place of Aberdeen prosper and to protect the People and Place from harm.

The **Local Outcome Improvement Plan 2016 – 2026** (LOIP) identifies how Aberdeen City Council, together with our **Community Planning Partners**, will tackle the key issues facing our city to ensure Aberdeen is a place where all people prosper. The LOIP sets out our shared promises to the people of Aberdeen:

- **Prosperous Economy** - Aberdeen has a flourishing, thriving and successful local economy.
- **Prosperous People** - People in Aberdeen are happy, healthy and enjoy positive life outcomes.
- **Prosperous Place** - People experience Aberdeen as the best place to invest, live and visit.
- **Enabling Technology** - Innovative, integrated and transformed public services.

To deliver our promises to the city of Aberdeen, our focus is on:

- Empowering staff to meet priority outcomes
- Empowering the communities, we serve to be self-sufficient
- Early intervention and prevention of harm to the people, place and economy of Aberdeen
- Connecting with citizens, customers and partners through our use of digital
- Using data and information to help us understand the demand on the Council and how we can better meet our outcomes
- Being entrepreneurial - creative and innovative in how we do our business.

We count on our employees to be enthusiastic and proactive public servants, who are committed to our purpose and motivated to make a positive and lasting difference to the city and its people.

Aberdeen City Council is arranged into six functions. Each function is divided into clusters, and within each cluster are service areas/teams.

About the **Operations** Function

This function brings together the leadership of the ACC “in house” delivery functions. It is deliberately aimed at the removal of service specific silos and behaviours, and charged with joining up our service delivery, adapting to meet demand and continuous operational improvement.

About the **Integrated Children's & Family Services** Cluster

The Education Service sits in the Children's and Family Cluster and work together with children's social work to support children and families across the city. The Education Service is responsible for the delivery of frontline services related to education.

About the **School**

Dyce Academy opened in 1980, and is a well-established comprehensive secondary school with an increasing roll, currently at 562. The school is situated on the border of Aberdeen City and Aberdeenshire and attracts pupils from both the Aberdeen suburb of Dyce and the rural area around Dyce.

The Aberdeen City Music School forms an important part of provision at Dyce Academy, with places for up to 44 young people based in residential accommodation on site, to benefit from high quality music instruction and tuition. Dyce Academy also operates a popular and well-established consortium arrangement for senior phase students with Bucksburn Academy. This allows for an extension of breadth and choice.

The Dyce Academy values are *Fairness, Ambition, Integrity, Respect* and *Responsibility* and it has a reputation for providing a pleasant environment in which staff and pupils respect and get on well together. This environment stimulates learning and encourages responsible behaviour in the young people at the school. Pupils are very successful in gaining employment and places at colleges and universities throughout the country. The school has a well-developed guidance system, which provides support and advice for pupils on both personal and educational matters.

About the Role

To lead and manage the affairs of the school enabling the delivery of quality education through the appropriate involvement of the pupils, staff, parents, multi- disciplinary agencies and the communities it serves. This will be done in accordance with the authority's strategic plan, the school's/service's improvement/service plans, the national improvement framework drivers and outcomes, in accordance with current legislation and within national and local agreements.

Job Title	Head Teacher
Pay Grade	SNCT Job Sized HT – SCP 13 £77,124
Location	Dyce Academy

The post holder will deliver the following outcomes:

be responsible, together with the Senior Management Team, for the strategic direction of the school through formulation of whole school/service aims and policies, and the monitoring of their implementation.

be responsible for standards and quality in the school/service, and reporting on them, in accordance with Standards in Scotland's Schools etc Act (2000) and taking account of the National Improvement Framework Outcomes

be responsible for management of the school/service staff

be responsible for management of the school's/service's financial and physical resources

ensure appropriate support for pupils including relevant teaching duties

be responsible for making appropriate arrangements for working in

working in partnership with parents, other professionals, partners and external agencies

take overall responsibility for the management of health, safety and well-being

Role Requirements

This section includes what the post holder needs to carry out the role or, for recruitment purposes, enables applicants to decide whether they meet these requirements.

Minimum Qualification(s) / Certificates / Memberships etc. required	<ul style="list-style-type: none"> • Full GTC Registration (Scotland) • Evidence of career long professional learning and participation in professional update • Evidence of experience in successfully leading and managing change and securing school improvement • Demonstrable experience in a senior leadership post in an appropriate setting
As a minimum, demonstrate skills and experience in	<ul style="list-style-type: none"> • experience of senior management responsibility in appropriate educational environment • knowledge of the cycle of school improvement planning and resource allocation • knowledge of the operation of effective self-evaluation for improvement, quality improvement processes and procedures and the production of Standards & Quality reports • clear working knowledge of current initiatives and priorities in education • Knowledge and understanding of the provisions of the Local Government

This job profile provides indicative information about outcomes, tasks and activities that may be undertaken as part of this role. It is not intended to be an exhaustive list due to the need for agility and flexibility in our workforce and to be responsive to change and meet business needs.

	<p>(Scotland) Act 2003</p> <ul style="list-style-type: none"> • effective management of human resourcing matters including industrial/employee relations and health and safety whilst continually improving performance of self and others in order to achieve excellence in service delivery and organisational capability • strategic thinking, organisational and motivational skills • high order interpersonal skills to facilitate effective communication with colleagues, pupils, parents/carers and partners • ability to promote and deliver equality of opportunity to staff and service users • setting and securing high expectations and standards through the provision of professional advice, reviewing professional needs and performance and supporting career long professional learning of colleagues
As a minimum, demonstrate an understanding of	<ul style="list-style-type: none"> • leading and managing change to secure improvements in outcomes for young people • effective leadership and commitment to effective employee communication and engagement; sound leadership skills • effectively leading, developing and sustaining a range of curriculum provisions to meet the needs of all the young people • an ability to undertake successful coaching, training and developing people • working with others co-operatively (both internally and externally) in order to achieve better services and customer focused outcomes • behaving in a consistent and reliable manner whilst ensuring that everyone is treated fairly and with respect • ensuring that organisational and performance objectives and standards are achieved • drive and desire to improve performance and deliver better services • accepting responsibility for own actions and able to deal with performance issues quickly and decisively • planning and monitoring health and safety performance and motivating employees to work in a safe and healthy manner
Demonstrate commitment to	<ul style="list-style-type: none"> • successful management of staff • setting and sustaining ambitious standards for all young people, overcoming disadvantage, removing barriers to learning and ensuring equity, equality and excellence • improving and maximising the attainment and achievement of young people
Other requirements	<p>Under Section 28 of the Education (Scotland) Act 2016, it is a pre-requisite for all teachers taking up their first permanent Head Teacher position to hold the Standard for Headship. If this is applicable to you, and you do not already hold this, you must be willing and able to achieve the Standard for Headship within 30 months of taking up the role.</p>

Our Guiding Principles

We are all responsible for the culture we work in, and our Guiding Principles help guide what we expect from each other:

Purpose	We care about our purpose, our people and our city
Pride	We take pride in what we do and work to make things better
Team	One team, one council, one city
Trust	We trust each other and take responsibility
Value	We value each other and recognise a job well done

Function		Version Date	
Cluster		JE Number	Capability Framework Level