

## Camphill School Aberdeen Head Teacher Job Description

### Key duties and responsibilities

#### Ethos and Vision

- Work with senior leaders across CSA to continue developing and embedding the strategic vision for the school.
- Develop clear operational aims and objectives, with implementation plans that support sustained school improvement.
- Ensure the school's vision, priorities and plans are clearly communicated, shared and understood by all staff.
- Work in partnership with families and other key stakeholders to promote the rights, needs and aspirations of children with complex needs, supporting continuous progress and the development of skills that help them live meaningful lives now and in adulthood.
- Ensure the ethos and practice of the school reflect the principles of Getting it Right for Every Child (GIRFEC).

#### Leadership and Management

- Provide strategic leadership and direction to the education staff team, fostering a culture of high professional standards, collaboration, and continuous improvement.
- Support and guide teachers in understanding and fulfilling their responsibilities in curriculum planning, ensuring high-quality learning experiences for all pupils.
- Promote a strength-based approach to supporting students with behaviours that can challenge, creating an inclusive and nurturing environment.
- Work closely with the Head of Education to mentor and coach staff, ensuring they remain informed of current educational developments and engaged in continuous professional learning.
- Maintain a strong commitment to personal professional development and reflective practice.
- Ensure robust governance arrangements are in place, maintaining compliance with all regulatory, legislative, and CSA standards, policies, and procedures.
- Build and sustain effective partnerships with parents, local authorities, regulatory bodies, health professionals, and other stakeholders to support communication, engagement, and community cohesion.
- Oversee staff management systems, ensuring safe recruitment, induction, supervision, and performance management are implemented in line with organisational and regulatory requirements.
- Undertake any additional duties commensurate with the responsibilities of the Head Teacher role.

#### Teaching, Learning and Standards

- Lead the design, implementation, and continuous review of a flexible and inclusive curriculum that meets the diverse needs of learners, taking into account age, stage, and individual interests, and ensuring learning is engaging and inspiring.
- Establish and sustain a whole-school focus on assessment and attainment, using appropriate benchmarks to set targets, track progress, and evaluate outcomes in line with Assessment for Learning approaches.

- Monitor and evaluate teaching and learning to ensure consistently high standards of classroom practice.
- Identify, challenge, and address underperformance, implementing appropriate support and intervention in line with CSA policies and procedures.
- Collaborate effectively with service managers and key workers to develop and oversee holistic, child-centred plans that support wellbeing and educational progress.
- Lead the preparation and coordination of high-quality reports and presentations for review meetings, including Looked After Children (LAC) and Co-ordinated Support Plan (CSP) reviews.
- Ensure all records and documentation relating to children and young people are maintained accurately, securely, and in full compliance with CSA policies and data protection legislation.

### **Child Protection and Safe Working Practices**

- Take a leading role in safeguarding, working collaboratively with the designated Child Protection Officer to ensure robust child protection practices are consistently applied.
- Ensure that appropriate risk assessments are developed, implemented, and reviewed for educational visits and individual pupils where required.
- Promote high-quality Behaviour Support practice by ensuring all staff are appropriately trained and that regular practice and refresher sessions are conducted in line with policy.
- Ensure agreed staffing levels are consistently maintained to support the safety, wellbeing, and effective care of all children and young people.
- Support effective multi-agency collaboration by ensuring all staff actively cooperate with relevant services to safeguard children at all times.
- Ensure that parents, staff, and regular visitors are fully informed of and understand the CSA Complaints Procedure.
- Foster a culture of openness and accountability by promoting awareness of the Whistleblowing Policy, ensuring staff and volunteers feel confident to raise concerns. Ensure all concerns are handled sensitively, promptly, and confidentially, with appropriate support provided throughout.

### **Communication, Involvement and Consultation**

- Enhance and adapt the school curriculum to meet the diverse and individual needs of children and their communities.
- Actively encourage and create opportunities for parents, families, and community members to engage with the school, enriching both the learning environment and community connections.
- Develop strong partnerships with external agencies and services to support and contribute to the holistic development of children and young people.
- Engage parents in the life and development of the school by seeking their views, including through consultation and satisfaction surveys, to promote a culture of openness and responsiveness.
- Work collaboratively with referral agencies to support and maintain appropriate school occupancy levels.

## **Person Specification: Head of Education**

### **Qualifications, Training and Professional Development**

#### **Essential**

- Degree-level qualification
- Recognised Teaching Qualification
- Full registration with the General Teaching Council (GTC)
- Demonstrable commitment to ongoing Continuing Professional Development (CPD)

#### **Desirable**

- Postgraduate qualification in Additional Support Needs, Autism, or a related field
- Evidence of engagement in leadership and management development

### **Experience and Knowledge**

#### **Essential**

- Proven ability to deliver high-quality educational experiences and outcomes for learners
- Strong knowledge and experience of a range of specialist teaching and learning approaches
- Experience of teaching children and young people with additional support needs
- Sound knowledge of special education, particularly in relation to learning disabilities and autism
- Experience in supporting and managing behaviours of concern using positive and inclusive approaches
- Demonstrated ability to work effectively in partnership with parents, learners, staff, and the wider community
- Clear understanding of relevant educational legislation, policy, and regulatory frameworks
- Knowledge of Curriculum for Excellence

#### **Desirable**

- Successful leadership or management experience within an educational setting
- Experience of leading self-evaluation and continuous improvement processes
- Experience of monitoring and evaluating the quality of teaching and learning

### **Key Skills and Competencies**

#### **Essential**

- Strong leadership and management skills
- Excellent communication skills, both written and verbal
- Effective listening skills
- Confident presentation and facilitation skills
- Strong interpersonal skills and the ability to build positive relationships
- Ability to lead, manage, and support change effectively
- Coaching and mentoring skills to support staff development
- Experience in performance management and review processes
- Strong organisational and time management skills, with the ability to meet deadlines

### **Personal Qualities**

#### **Essential**

- Strong professional values and integrity
- Adaptability and resilience in a changing environment
- Confidence and assertiveness in leadership
- Ability to appropriately challenge and address underperformance or poor practice
- Ability to work effectively under pressure
- Commitment to equality, inclusion, and non-discriminatory practice