

Post purpose

The General Secretary leads all strategic aspects of SLS work, setting the vision for the organisation and steering it towards that future. They are responsible to the Elected Officers, who are SLS members, and through them to the Executive and Council. Ultimately, the General Secretary is responsible for effectively:

- ensuring members are provided with professional advice and support
- developing the policies of the Association
- influencing the national educational agenda
- leading and managing the work of the Association.

Providing professional advice and support to members

The General Secretary is a source of information, counsel, help and advice to members across the whole range of professional aspects of being a school leader in Scotland. In this the General Secretary is well supported by the National Officer.

Developing the policies of the Association

The General Secretary leads SLS Council in the strategic development of the policies of the Association. SLS has an increasing membership including all levels of senior leaders, both teaching and support staff, in state and independent schools. Therefore, sensitivity to the views of the whole membership is essential.

Influencing the national education agenda

The General Secretary, working collaboratively with the Executive, plays an essential role in leading the national education agenda. The General Secretary promotes and communicates the Association's aims, policies and interests at the highest level, building key partnerships with politicians, relevant Government departments and other key organisations in Scottish Education, and through the media.

Currently this includes meeting with the Cabinet Secretary for Education and Skills, other political party members and Civil Servants; sitting on high level committees and working groups; and working with other national education associations and Directors of Education. The General Secretary is a key spokesperson and a public face for the Association and therefore works directly with all areas of the media, both print and broadcast.

Leading and managing the work of the Association

The General Secretary is ultimately responsible for the professional officers and the SLS administrative support team. They oversee the responsible administration of the assets and resources of the Association and the effectiveness of the Association at national and local level.

The General Secretary also plays a key role in maintaining the special relationship with the Association of School and College Leaders (ASCL).