

# Person Specification for the position of Principal Teacher Pupil Support – Pastoral Care

Knightswood Secondary School  
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## Knightswood Secondary School: School Profile

KNIGHTSWOOD SECONDARY SCHOOL is a six-year comprehensive, non-denominational, co-educational school at the heart of a community in the West End of Glasgow. A unique feature of the school is that it incorporates 'The Dance School of Scotland' which is the national centre of excellence for Dance and Musical Theatre and takes student from all over Scotland.

The school was refurbished in 2001 and a new dance complex was built within the premises. Consequently the facilities are very good, with spacious accommodation. The school also manages the recently built Knightswood Halls of Residence for Dance School students, and some learners from Douglas Academy's Music School. The residence houses 90 boarders.

The current school roll is just under 1250. We enjoy a very positive and highly effective partnership with all 5 associated Primaries - Knightswood, Blairdardie, Bankhead, Clyde and Scotstoun.

### The Staff

The school has approximately 85 teaching staff and provides a broad and balanced curriculum leading to a full range of SQA qualifications and other awards, such as the John Muir Award, ASDAN and Duke of Edinburgh. Most young people continue into S5 with many of them going on to complete a very successful S6.

The Senior Leadership Team (SLT) consists of the Head Teacher and 5 Depute Head Teachers. There are 10 Principal Teachers of Subject/Faculty, 6 Principal Teachers of Pupil Support – Pastoral Care, Pupil Support – Inclusion and Learning and 3 PTs Raising Attainment and Achievement.

We work closely with FARE and the Rangers Charity Foundations and currently have a Family Learning Officer, 2 Youth Workers and a Rangers Hub Officer who provide extended support to our young people and their families.

Our extended staff team consists of a clerical/admin team, Pupil Support Assistants, Campus Police Officer, Family Learning Officer, a team of Technicians, an Education Liaison Officer, a Librarian, janitorial, cleaning and catering personnel. The Dance School comprises Artistic Directors of Dance and Musical Theatre, and several professional instructors who are employed on a permanent or sessional basis. Knightswood Halls of Residence has approximately 20 care staff who liaise closely with our Year Heads and Pupil Support Team.

Staff offer a wide range of extra-curricular activities including Duke of Edinburgh Award scheme, football, basketball, netball, athletics, dance, dodge ball, orchestra, Choir and a Viol Consort.

### Partnership

We have many highly effective partnerships which help us maximise our learners' experiences and achievements. These include Glasgow Clyde College, Skills Development Scotland, Glasgow Life and several business partners.

Partnership with parents has been a key driver of school improvement over the past couple of sessions. The school enjoys very good relationships with parents and carers. We have a very active Parent Council. The school keeps in touch with parents and the local community through regular parents' meetings, events, termly newsletters, the school website, and our Twitter account.

The school's values of honesty, ambition, respect, responsibility, and inclusion underpin the life and work of the school and, as a result, visitors to the school always comment on the good behaviour of the young people and on the excellent ethos.

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Together, we are ensuring that the school's vision of being '*A Place of Excellence and an Excellent Place to Be*' is becoming a reality.

# PERSON SPECIFICATION

## Duties and Responsibilities

Key Area	General responsibilities and duties
Team Leadership	Responsibility for the leadership, good management and strategic direction of staff to support the Pastoral needs of all young people.
Teaching and learning	Responsibility for contributing to the development and delivery of Personal and Social Education to meet the needs of all pupils, as dictated by the School Improvement Plan and Authority direction.
Quality Assurance and School Improvement	Contribute to the development, promotion and implementation of the school's arrangements for self evaluation and overall school improvement. Responsible for implementation of policies within area of responsibility.
Contribution to Positive School Ethos	Contribute to and promote the development of a positive school ethos. Contribute to and promote the development, promotion and implementation of school policy and procedures including those relating to behaviour management.
Implementation of Pupil Support Strategies	Responsible for assisting the development, promotion of, and implementation of school policy and procedures in relation to Pupil Support.
Partnership Working	Promote partnership working with professional and support staff, parents/carers and appropriate agencies.

Any other duties as directed by the headteacher.

In addition, a Principal Teacher also has the duties and responsibilities of every teacher and a duty to carry out other such tasks and responsibilities as designated by the headteacher within the terms of reference of Annex B of *A Teaching Profession for the 21<sup>st</sup> Century*.

## Person Specification:

### Principal Teacher Pupil Support – Pastoral Care

ESSENTIAL	DESIRABLE
<b>Qualifications</b>	
<b>GTC Standard for Full Registration.</b>	Additional qualifications or professional recognition in Pastoral Care, Nurture, Leadership and Management
<b>Leading Learning in Glasgow</b>	
<b>Evidence of effective contribution to a whole school initiative.</b>	Evidence of success in engaging all stakeholders in children’s learning and the life of the school.
<b>Knowledge of and experience in implementing current initiatives relating to Promoting Positive Behaviour.</b>	Experience of leading and managing a curriculum change or whole school initiative
<b>Evidence of inspiring and motivating others.</b>	Able to evidence commitment to continuous improvement.
<b>Involvement in promoting and achieving an ethos for effective learning.</b>	Demonstrates success in using quality assurances processes to improve outcomes for learners.
<b>Experience relating to Promoting Positive Behaviour.</b>	Contributes to staff development to improve outcomes for learners.
<b>Raising Attainment and Achievement in Glasgow</b>	
<b>Knowledge of and commitment to raising attainment and achievement.</b>	Evidence of raising standards of attainment and improving the overall quality of learners’ achievements.
<b>Contributes to ensuring that education of the highest standard is delivered to all pupils.</b>	Actively involved in promoting school priorities and developing the full potential of children, staff and parents.
<b>Has participated in the development and implementation of a School Improvement Plan.</b>	Able to evidence commitment to continuous improvement. Demonstrates success in using quality assurances processes to improve outcomes for learners.
<b>Demonstrates a commitment to self evaluation and contributes to quality assurance</b>	Contributes to staff development to improve

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### Principal Teacher Pupil Support – Pastoral Care

#### ESSENTIAL

#### DESIRABLE

#### Supporting Glasgow's Learners

**Demonstrates a knowledge and commitment to effective practices to include children and keep them safe.**

Has experience of working with a variety of partners to support pupil learning and engagement.

**Can demonstrate a range of effective strategies to promote positive behaviour.**

Has made a significant contribution to an area of the curriculum, learning and teaching or meeting the needs of all pupils including those with additional support needs.

**Demonstrates experience of supporting children/young people with additional support needs.**

**Has good working knowledge of Staged Intervention procedures and pupil planning.**

#### Working Together in Glasgow

**Evidence of engagement in a range of areas of school life.**

Ability to promote effective teamwork and partnerships.

**Evidence of working with pupils, parents/carers, outside agencies and the wider community to improve outcomes for learners.**

Experience of good communication in planning, organising and coordinating school activities.

**Involvement in presenting to a variety of audiences.**

Demonstrates an ability to seek, initiate and maintain links with the local and wider community.

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