HEAD TEACHER

RECRUITMENT PACK

EDINBVRGH
THE CITY OF EDINBURGH COUNCIL

Contents

Education 2
Edinburgh learns for life 3
Role summary 4
About Leith Walk Primary School 5
Our people strategy 6
Our behaviours 4
Edinburgh – a fair city of opportunity and innovation 5
Working for us 7
Interview process 8

Education

As a successful growing city, our school population is increasing and we're investing in our schools to meet our future needs. These range from modern new builds to older Victorian classic buildings. We currently have 23 secondary, 90 primary and 10 special schools.

We also have 76 nursery classes within our primary and special school estate as well as 27 standalone early years settings and seven forest kindergartens.

Lead the way in learning

Making sure our children and young people experience the highest quality of learning and teaching in Edinburgh is one of our highest priorities.

We firmly believe that all teachers in our schools are leaders of learning and we offer a huge range of professional learning opportunities to help you do this - whether you're brand new to the profession, developing your career or looking for further leadership experience.

Opportunities don't just stop at the classroom door. As a teacher in Edinburgh, you will also be involved in the exciting and creative work city schools are undertaking to raise attainment and close the gap.

Edinburgh learns for life

Our Vision

A fairer, healthier, greener future for everyone, where learning for life happens at school, in the wider community, at home, and in in the workplace.

Our Mission

To create a world class learning city where everyone's skills, knowledge, creativity and relationships with people and places are equally valued. To create an environment of collaboration that inspires connections, improves wellbeing and reduces poverty.

Our goals

Transform

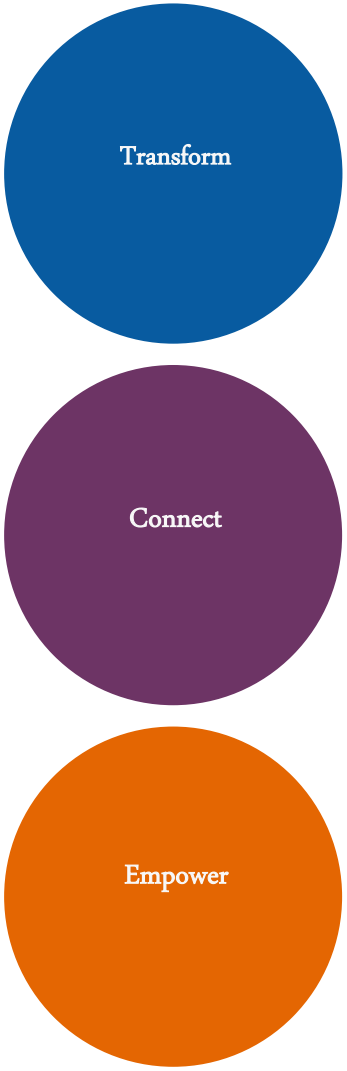
We will provide inclusive, equitable, valuable learning opportunities for everyone.

Connect

We will use a place -based approach to build collaborative and sustainable learning communities and networks.

Empower

We will co-create the environments where learners can lead and shape their own learning.



Back to contents

Role summary

Purpose of job

The Head Teacher is directly responsible to the Head of Education, for the running of the school and the provision of education for its pupils, in terms of the Education Acts, the current Schools (Scotland) Regulations and the policy of City of Edinburgh Council.

The Standard for Headship is now an essential requirement for this post. If the successful candidate does not meet this requirement the post may be offered on a temporary basis for a maximum period of 30 months if the panel is satisfied that, on an individual basis, there is a likelihood that the Into Headship qualification will be achieved within this timescale. A permanent contract will be offered only when the course is successfully completed. If it becomes clear that this essential qualification will not be achieved within 30 months, then the contract will be ended with appropriate notice and the temporary Head Teacher will then revert to a DHT1 post available across the city.

Salaries will be in accordance with the Scheme of Salaries and Conditions of Service for Teaching Staff in School Education.

This post is regulated work with children and/or protected adults under the Protection of Vulnerable Groups (Scotland) Act 2007. The preferred candidate will be required to join the PVG Scheme or undergo a PVG Scheme update check. Where an individual has spent a continuous period of 3 months or more out with the UK in the last five years, an Overseas Criminal Record Check will be required. You will be required to provide this check. An unconditional offer of employment and commencement in the post will be subject to the outcome of both these pre-employment checks being deemed satisfactory.

Job specific requirements

- Commitment to an education service of the highest quality
- Commitment of lifelong learning
- Ability to communicate effectively
- Ability to work under pressure
- Ability to prioritise and delegate appropriately
- Ability to develop and maintain good working relationships

About Leith Walk Primary School

Leith Walk Primary School is a welcoming, forward thinking, inclusive school in Edinburgh city centre. The school has a roll of 220 pupils and it has an onsite school Nursery (ELC). The school community is very proud of its widely diverse demographic and this is celebrated and very much a key part of its identity. It is part of the Drummond Cluster, along with Abbeyhill Primary School and Broughton Primary School, with the catchment secondary school being Drummond Community High School. We celebrated our 140th anniversary in November 2016, with the school having opened on the current site in November 1876. The School were recently inspected by Education Scotland (February 2025).

Back to contents

Our people strategy

We're proud to work together for the people of Edinburgh – making a positive difference to the city and the lives of our residents and communities every single day. But this can only happen through the hard work and commitment of our colleagues, who are the most valuable part of our organisation.

We're committed to making the changes needed to create a workplace we all want to be part of, one:

- that's open, positive, inclusive and safe for all.
- that supports and allows everyone to be their best self and do their best work.
- that celebrates the benefits of our diversity (because each of us are different)
- where everyone feels trusted, valued and recognised for their contribution.

Our Business Plan (Our Future Council) sets out our ambitions for delivering these services, and Our People Strategy 2024-2027 will outline how we create the right environment so you can thrive at work and help us achieve our ambitious goals.

Investing in our people is vital. It helps colleagues engage with their work and the organisation, benefitting everyone by helping to

- retain the great talent we already have.
- attract new talent and build on skills and experience.
- put the right learning and development opportunities in place.
- ensure we support your wellbeing.
- support colleagues with protected characteristics.

Back to contents

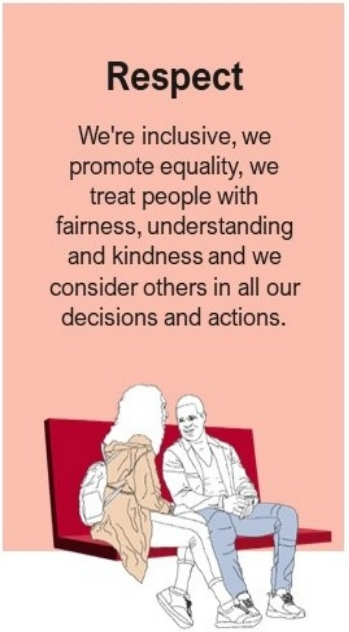
Our behaviours

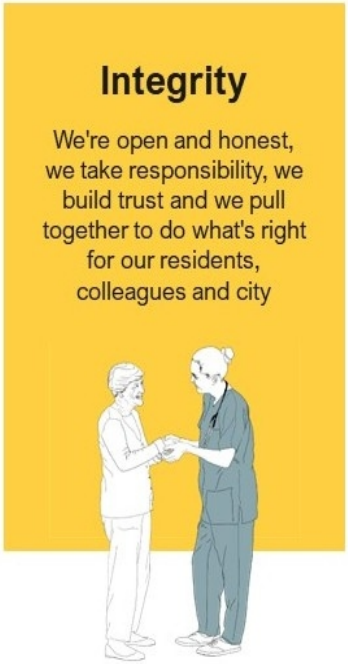
Our behaviours of respect, integrity and flexibility are the foundation for driving positive change in our workplace.

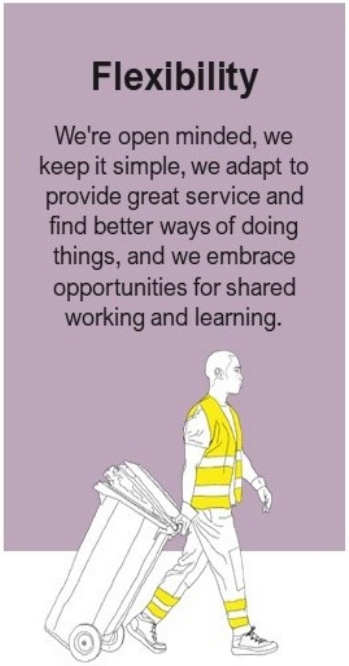
We value respect, integrity and flexibility and every one of our colleagues across our 700 services plays an important part in sharing and transforming our organisation's culture.

We are proud to be an inclusive organisation and we work hard to provide a working environment where every colleague feels their differences are valued, respected and accepted. We want to see applications from a wide range of candidates and all sections of the community because we recognise the valuable mix of talent, skill, and potential a diverse workforce offers.

Read more about our behaviours.







Edinburgh – a fair city of opportunity and innovation

Edinburgh is Scotland's capital city, and the UK's most prosperous city outside of London. It is home to the Scottish Parliament, and is a UNESCO World Heritage Site, with some of the most recognisable landmarks in Europe, from the medieval Old Town to the elegant Georgian New Town.

It has long held a reputation for high quality education and academic excellence, with the University of Edinburgh ranking 22nd place in the 2024 QS World University Rankings. Edinburgh's four universities are internationally renowned for their academic research base and the city is home to around 160,000 students based in education institutions including schools, universities and colleges.

Here, at the City of Edinburgh Council, we are at the heart of that city. With nearly four million domestic and overseas visitors, and over half a million people calling Edinburgh home, it has never been more important for us as a council to make sure our city is a great place to live, work and enjoy.

Employing approximately 19,000 people fulltime, we are one of the largest employers in the city, and our team is as diverse as the services we provide, from refuse collection to museums and galleries, parks to planning, schools to social care. Services that matter and that people rely on. Services that make this city a great place to live in and visit. And services we want our people to be proud of delivering.

Working in partnership

We deliver services to nearly half a million people and the work we do covers every aspect of their daily needs and wants. Working in partnership, we have six key commitments which are:

- ensuring every child in Edinburgh has the best start in life
- reducing poverty, inequality and deprivation
- providing for Edinburgh's prosperity
- strengthening and supporting our communities and keeping them safe
- ensuring Edinburgh, and its residents, are well cared for
- maintaining and improving the quality of life in Edinburgh.

The partnership is founded on the democratic principles of trust, equity, openness and fairness and is committed to delivering the highest quality of services to all the people and communities of Edinburgh.

Travel

Edinburgh is an easy city to get around and has higher proportions of people who walk, cycle and take the bus to work than anywhere else in Scotland, plus the city's airport is only 35 minutes away and is well served by trams and buses.

In December 2023, Edinburgh was named the most climate-conscious place to visit in the world, at the 30th annual World Travel Awards.

Leisure

Edinburgh offers an excellent quality of life. The city has lots of restaurants, bars and coffee shops to choose from and can offer something to suit everyone's tastes, from traditional Scottish fayre to Michelin Star to street food. Walk down our famous Rose Street or Grassmarket and you will uncover not only wonderful historic architecture but craft beers, excellent food and live music.

We have many lush, green spaces including Holyrood Park which is home to Arthur's Seat (our very own extinct volcano), The Meadows, Princes Street Gardens and Inverleith Park. And just a short drive out of the city centre we have stunning beaches, country parks, castles and stately homes to explore at the weekend.

Back to contents

Working for us

There are many benefits that come with working in the City of Edinburgh Council, both in and out of work.

Pension

Our Council pension scheme for Headteachers is the Scottish Teacher's' Superannuation Scheme, provided by Scottish Public Pensions Agency

Employee benefits

We have partnered with Vivup to provide our employees with a wide range of benefits on a single platform. myBenefits is designed to improve your physical, financial and mental wellbeing.

The exciting range of employee benefits available includes:

- cycle to work: save up to 30% on the latest bikes and accessories.
- car scheme: drive away with a brand-new car that is fully maintained and insured, with no deposit.
- lifestyle savings: access a huge range of discounts across the UK's major retailers including technology, fashion, supermarkets, travel and much more.
- gym membership, including access to over 3700 participating clubs, including Pure Gym, Virgin Active, as well as leisure centres, outdoor bootcamps, yoga, Pilates, budget gyms and more.
- save from your salary scheme.
- long service awards.

Employee wellbeing

We are people first and employees second and can only be our best at work if we look after ourselves and each other. Work challenges we face, as well as demands in our personal lives, can take over if we let them. By looking after your wellbeing, you can benefit from fewer health challenges which means you can enjoy and get more fulfilment from things that matter to you.

All our employees have access to the Employee Assistance Programme which is a free, 24/7 confidential service providing self-help resources that you can use to help you stay well or when there is a problem. Services includes counselling and online support as well as guidance to assist in wellbeing including stress management, coping with change and burnout.

All employees also have access to our Occupational Health Service.

Interview process

Our interview process for recruiting headteachers begins with the screening of all applications.

Successful applicants from the screening will be invited to interview. This will involve a visit to and tour of the school, pupil engagement panel and panel interview.

Successful candidates from the first stage will be invited to the second stage of the interview process. This will involve completing three assessment centre tasks, followed by a second panel interview.

Back to contents

Other languages and formats

HAPPY TO **TRANSLATE**

If you would like the leaflet in another language or format such as Braille or large print, please contact the Interpretation and Translation Service email its@edinburgh.gov.uk quoting reference 2024-1