

Inverclyde WORKS



Education Service Recruitment Pack

Head of Centre

Newark Early Learning Centre

Contents

Message from the Corporate Director	2
About Inverclyde	3
About the council	4
Inverclyde Council and HSCP structure	5
Education services	6
School information	7
Job description and person specifications	10
Terms and conditions	15
Recruitment process and response instructions	16



Message from the Corporate Director

The Education Service is an integral part of Inverclyde Council. Although we are a small authority that serves one of the most socially diverse and deprived communities in Scotland, we provide high academic standards and opportunities for excellence in wider achievement.

We place positive relationships at the heart of all we do, ensuring that school leaders are supported, challenged and empowered to lead their communities to secure positive outcomes for all pupils.

Our central education services and attainment challenge teams, aligned with various partners from across the council, West Partnership and voluntary sectors, means that we have great capacity to ensure schools have access to a wide range of highly effective networks and development opportunities. We are an outward facing service with high expectations and ambitions for all of our staff and pupils.

This is a unique opportunity to join an aspirational school community in Inverclyde and build on good practice already in place that promotes a culture of achievement to transform the aspirations and lives of children and young people.

We want to recruit outstanding, talented and dynamic leaders to help deliver these aspirations and develop our exciting and innovative approach to the management and leadership of education in Inverclyde.

If you wish to know more about the Council and the services you will work with, please visit the Inverclyde Council website: **www.inverclyde.gov.uk**

Alternatively, for an informal and confidential discussion about the post please contact Michael

Roach, Head of Education on **01475 712891** or send an email to **Michael.Roach@inverclyde.gov.uk**

We hope that this pack provides you with the background information to encourage you to apply.



Ruth Binks
Corporate Director

Education, Communities and
Organisational Development

About Inverclyde

One of Scotland's smallest regions but with the warmest welcome, Inverclyde sits at the mouth of the River Clyde. Inverclyde is made up of three thriving towns; Port Glasgow, Greenock and Gourock and the villages of Kilmacolm & Quarrier's Village to the East and Inverkip & Wemyss Bay to the West.

The area has a history and heritage rich in shipbuilding and seafaring dating back to the 1500's which has left its mark throughout the region. These days, it offers a broad range of sports and leisure facilities, both indoors and outdoors, a great variety of arts and culture activities and wide open spaces to enjoy and explore.

Inverclyde is one of 32 council areas used for local government in Scotland. Together with the East Renfrewshire and Renfrewshire council areas, Inverclyde forms part of the historic county of Renfrewshire, which currently exists as a registration county and lieutenancy area – located in the west central Lowlands. Inverclyde as a region was established in 1973 and currently has a population of 78,000.

We currently have 6 Secondary Schools, 20 Primary Schools, 23 Early Years Establishments and 3 ASN units.



Housing

Inverclyde has a wide range of property throughout the area. There are a number of new build projects as well as established older properties. There are options throughout the various towns or in the more rural area of Kilmacolm. Housing is very affordable throughout the area.

Health

The area is well served by excellent health facilities, there are GP practices throughout the towns and the new Health Centre primary care facility is about to open in Greenock. There is a hospital with an A&E facility in Greenock.

Leisure

There are plenty of outdoor pursuits and activities to get involved in. There are 6 golf courses alone in the area with outstanding views of the river. Wild swimming, sailing, rowing and 2 marinas with yachting facilities offer on the water activities. Throughout the area there are a wide range of sporting facilities including tennis, lawn bowls, rugby and football. Indoor activities are also in abundance with a range of leisure and sports centres. We have an ice rink, swimming pools, both indoor and the unique outdoor pool, indoor climbing walls and a great range of gym facilities to suit all levels.

How to get here:

Road

The M8 motorway runs all the way from Edinburgh, through Glasgow directly to the door of Inverclyde. The main towns of Port Glasgow, Greenock and Gourock are just 25 miles from Glasgow city centre.

Bus

A frequent bus service operates between Glasgow city centre to the main towns of Port Glasgow, Greenock, Gourock, Inverkip and Wemyss Bay. There are regular buses service within the area and to the outlying villages.

Rail

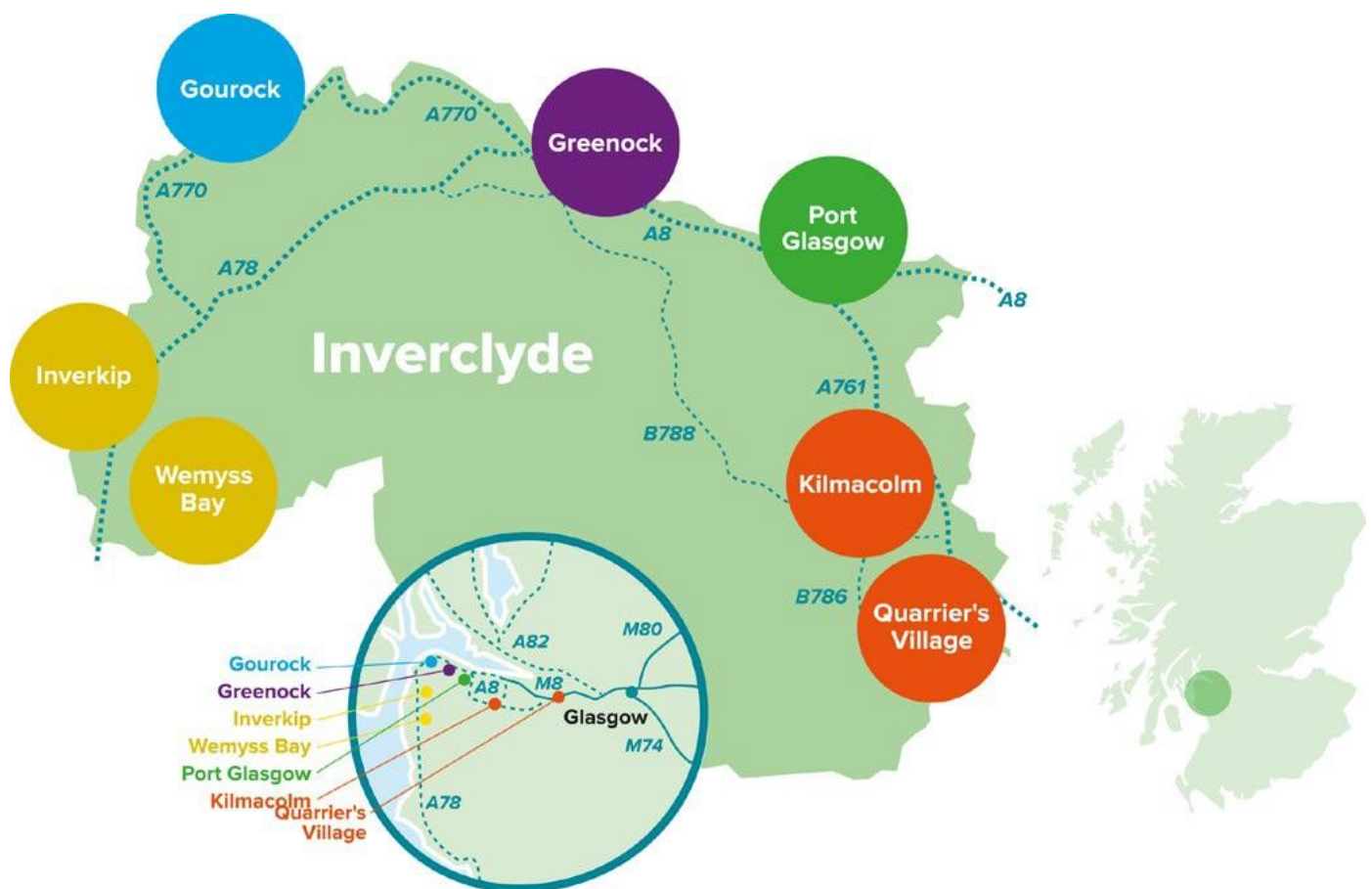
Inverclyde has 13 train stations which connect from Glasgow Central Station or Paisley Gilmour Street Station through Port Glasgow to Wemyss Bay and the Rothesay ferry terminal or to Gourock, via Greenock stations. You can travel between areas of Inverclyde quite easily on regular trains.

About the council

Inverclyde Council is focusing on making Inverclyde a place which nurtures all its citizens, ensuring that everyone has the opportunity to have a good quality of life and good mental and physical wellbeing. Our vision is:

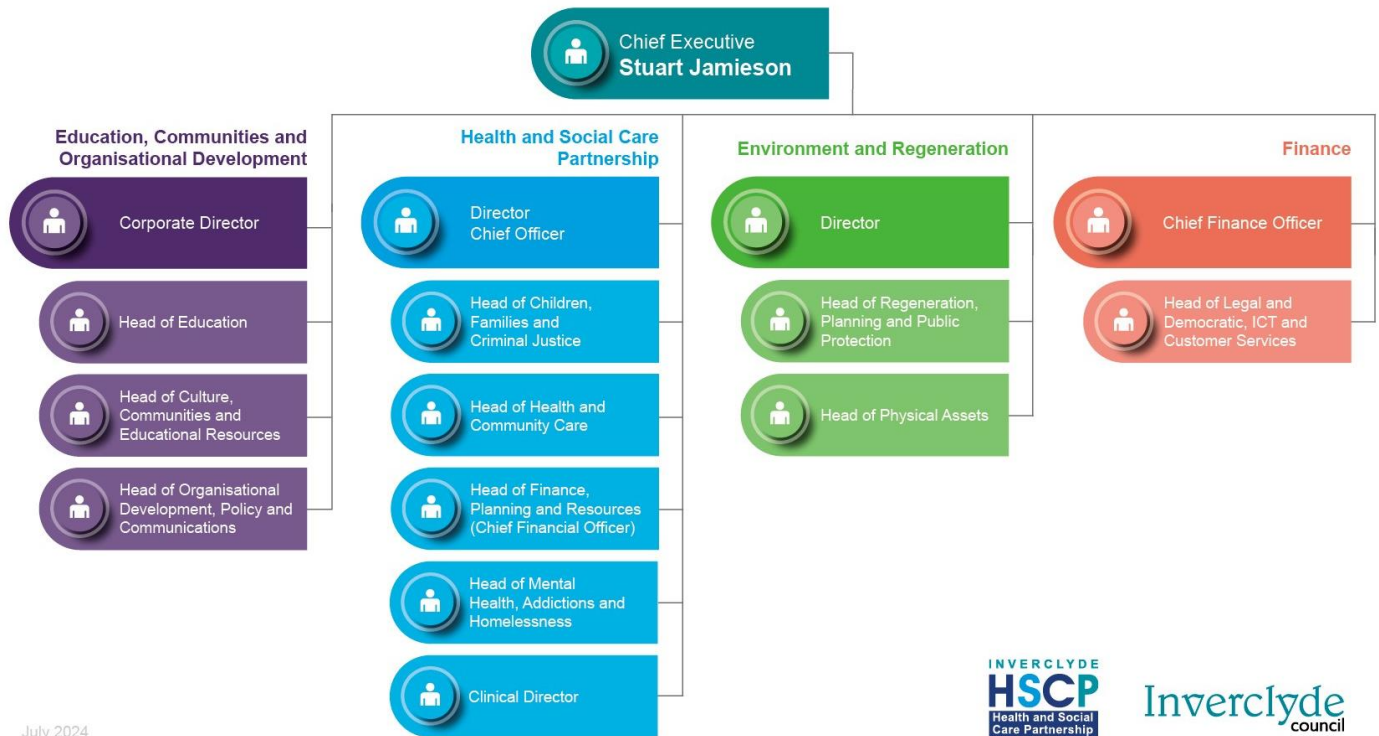
**‘Getting it right for every Child,
Citizen and Community’**

This means that the Council will work in partnership to create a confident, inclusive Inverclyde with safe and sustainable, healthy, nurtured communities, and a thriving, prosperous economy, with active citizens who are resilient, respected and responsible and able to make a positive contribution to the area.





Inverclyde Council and HSCP management structure



Education services

Early years, primary and secondary education is provided principally through the 40 early years centres, primary, secondary and special schools run by the council. The largest schools have rolls of almost 1000 children, while the smallest have approx. 80. Over the last 10 years all primary and secondary schools have been either rebuilt or fully refurbished. Our early education and childcare is developed through centres, some of which are standalone, while others are integrated with primary schools. Gaelic medium education is presently delivered through a primary provision at Whinhill Primary School and an evolving secondary provision at Inverclyde Academy.

The policy of the council is wherever possible to integrate all children into mainstream settings.

There are, however, two special schools and three specialist bases attached to mainstream schools / ELCs. In addition, the Inverclyde Communication Outreach Service (ICOS) provides a range of support to young people.

Educational Psychology Services are provided by a team based in Greenock. The Inverclyde music service delivers and supports music teaching across the authority.

The education service supports the vision, aims and objectives of the Scottish Government in the development and sustainability of high quality, integrated services that give children and young people the opportunity to have the best possible start in life.

Since 2015 Inverclyde has been designated as an Attainment Challenge authority and received approx. £3.4M annual funding to run a project designed to close the poverty related attainment gap. Over the last few years this funding has been tapering down and the approach of the AC adjusting accordingly.

Lead by a project leader, with support from an Attainment Advisor from Education Scotland, the challenge team provide innovative and highly effective support to schools, found to be very good in every aspect at inspection in 2018.

In 2024/25 our priorities for the Education Services Plan, alongside the new Children's Services Plan, include, but are not exclusive:

Raising attainment for all and reducing the poverty related attainment gap through:

- Further development of the Inverclyde Literacy Framework and review of the Numeracy Strategy / Framework
- Improved data systems and tracking 3 – 18
- Ongoing support for schools towards improving attendance
- Better meet the needs of pupils with ASN by further developing the capacity of specialist provision
- Support for all establishments to become trauma informed / work to keep the Promise
- Continue to improve positive destinations through ongoing development of pathways and effective transitions for senior pupils



Centre name	From August 2025 – Will be named – Newark Early Learning Centre
Address	Newark Early Learning Centre Bridgend Avenue Port Glasgow PA14 5SU
Operational hours	The centre is open during term - time
Capacity	The centre is registered for 80 places for children aged 3 – 5 years:
Staffing	From August 2025 - The staffing complement of the centre is: • 1 x Head of Centre • 1 x Depute Head of Centre • 9 x Early Years Education and Childcare Officers • 3 x Early Years Support Assistants • 1 x Clerical Assistant
Website	Newark Nursery School Inverclyde site
Education Scotland Report	No report available
Care Inspectorate Report	www.careinspectorate.com/index.php/care-services?detail=CS2008171662&q=Newark%20Nursery%20School%20&fq=!(ServiceStatus:\$Cancelled\$)&sort=&starttr=0&message=Results%20for:%20&sCondition=nullcare



Centre information

Our Learning Environment

We offer an outstanding learning environment for our children, both indoors and outdoors. Our children take part in the highest quality learning experiences across our 2-3 and 3-5 rooms, building upon skills and knowledge. We endeavour to provide a curriculum that is both enjoyable and supports our children to reach their full potential. It is important that our children feel safe, secure and included. Staff provide a nurturing environment, where children's voices are valued.

Our vision, values and aims

*To encourage the development of the personality, talents and mental and physical abilities of the young person to their fullest potential

*That all children and young people should become successful learners, confident individuals, responsible citizens and effective contributors.

*That all children and young people have the right to be safe, healthy, achieving, nurtured, active, respected, responsible and included.

Research has shown that children's life chances, particularly those from disadvantaged backgrounds can benefit socially, emotionally and cognitively by accessing world class early years education. The golden thread that links provision, opportunity and potential is quality.

In delivering the above throughout all the experiences children will have in Newark Early Learning Centre, it is our values that underpin who we are and how we are with each other in our everyday lives – they are so essential. Following consultation with staff, children and parents, here is a common list of values that we will endeavour to adhere to.

We are going to endeavour to

- make sure the children have fun when they are learning and be enthusiastic
- always be understanding
- respect everyone we deal with
- create a safe and happy environment
- be professional at all times
- be a supportive team member
- Respect confidentiality at all times.

Our children

The Centre provides Early Learning and Childcare (ELC) for the Port Glasgow ELC defined area community . It is non-denominational and provides ELC for children from 3 years until they start primary school. ELC. This is delivered over a term time model.

The centre offers a Chargeable Childcare service for parents who are in employment, training or education before and at the end of a child's entitled ELC place over term time.

Our staff

Professional learning activities for staff are given a high priority in the centre. Staff are actively encouraged to seek opportunities to extend their expertise to ensure that they provide the highest quality learning experiences for our children..

All senior staff have achieved the BA Childhood practice and many other staff are engaged in certificated professional learning. Staff are collaborative in their approach and all staff, work hard to achieve the best outcomes for children and families.

Our curriculum

The curriculum is based on a pedagogy of play and is designed to offer breadth, depth and progression and to provide appropriate challenge for our children. Our curriculum is characterised by the highest standards of learning and teaching and by a search for continuous improvement.

Our curriculum reflects national and local priorities:

Realising the Ambition

The principles of Realising the Ambition are embedded in curriculum delivery across the Centre. It guides the interactions, experiences and environments that are provided for children. It provides clear guidance on quality of the provision, play, outdoor learning and risky play.

Curriculum for Excellence

The centre offers experiences in line with the early level of Curriculum for Excellence. Children's progress is carefully monitored by skilful observation and progress is tracked on Inverclyde Council's progression pathways.

Pre-Birth to Three

Younger children experience a play based curriculum which is in line with principles of Rights of the Child, Relationships, Responsive Care and Respect. These principles support sensitive and well-informed approaches to this age group and ensure that youngest children receive high quality personalised care and learning.

Our parents

We benefit from a parent body which is very supportive of the centre. The centre provides a range of options for parents to be involved in the life of the centre and actively promotes parental engagement and partnership.

Our community

We endeavour to build strong links with the community we serve and to work in partnership with a wide range of groups and services within the local community. With this aim in mind, we have developed a number of successful partnerships and projects.



Job description

Post title	Head of Centre
Post number	08479
Grade	10
Service	Education, Communities and Organisational Development
School	Newark Early Learning Centre
Responsible to	Director of Education, Communities and Organisational Development

Overall purpose of the job

Overall responsibility for the management of the establishment.

To manage the establishment for the benefit of the children, families and the wider community within the framework of the authorities corporate strategies and policies and in compliance with the requirements of statutes relating to the provision of early years education.

To encourage and promote the development of the establishment to ensure a quality provision; to formulate clear aims for the centre and policies to ensure their achievement.

Main duties and responsibilities

1 - Management of staff

- Being responsible for the recruitment, selection and induction of staff;
- Implementing appraisal and staff development scheme and promoting the professional development and welfare of staff generally;
- Assessing and monitoring the effectiveness of staff;
- Ensuring staff are clear about their roles and responsibilities;
- Ensuring that the expertise of staff is recognised and employed in such a way that children and their parents benefit fully;
- Implementing within the establishment all relevant conditions of service, disciplinary & grievance procedures, management of attendance and other matters of a contractual nature;
- Monitor registration with Scottish Social Services Council;
- Embrace distribute leadership and support staff to take on leadership roles.

2 - Management of the curriculum

- Managing and developing the curriculum taking account of national and local standards;
- Ensuring that children's progress is observed, recorded, and reported in line with policy and procedures;
- Monitoring & evaluation of the curriculum line with local and national advice;
- Ensuring the implementation of the strategic policies of the council.

Main duties and responsibilities

3 - Management of resources

- Ensuring that appropriate arrangements are made for the management of the budget and any other finances.
- Implementing authority procedures in all financial matters.
- Ensuring all health and safety procedures are followed.
- Assisting the authority to ensure that the building is properly maintained.

4 - Management of communications

- Establishing effective systems of communication with the staff team, parents, community, professional colleagues and other agencies.
- Effectively organising and maintaining records and reports.
- Reporting to the authority on matters affecting the establishment.
- Consulting and communicating with parents about the affairs of the establishment.
- Attending internal events / meetings.
- Responding timeously to requests for information by the authority or other relevant bodies;
- Recording information of IT systems e.g. NAMS, SEEEMIS.

5 - Management of the corporate life of the school

- Encourage and promote the development of the corporate life of the establishment and by doing so create an ethos conducive to healthy relationships, high morale and effective learning.
- Promote the implementation and monitoring of all aspects of the establishments improvement plan.
- Encourage amongst all the highest standards of behaviour.
- Foster among children, parents, staff and other users of the centre an awareness of the centre as a community with which they can all identify.

6 - Management of the Establishment

- Responsible for ensuring that Inverclyde Council admission process is implemented and for the effective use of NAMS;
- Ensure the smooth running of the establishment and create and monitor a quality learning environment;
- Ensure that policy and practice takes account of national and local policy and guidance;
- Ensure that practice is in line with the National Care Standards;
- Responsible for the effective administration of the establishment including record keeping, statistical information and budget management system;
- Implement the GIREC pathway to ensure the needs of all children including those who are 'looked after' and have additional support needs are met;
- Work in partnership with other colleagues and professionals e.g. social workers, health visitors, and outwith Education Services.

7 - Additional

- Carry out any other relevant duties appropriate to the post and arising from agreed Council policies / procedures related to the needs of the early years service.

Person specification

Post title: Head of Centre, Blairmore Early Learning Centre

The Person Specification clearly describes the skills/abilities/personal qualities needed to successfully undertake the duties of the post. It is agreed by the Panel prior to advertising and is used as the sole means of selecting candidates for interview. In developing job descriptions and person specifications, the Council will have due regard to its commitment to equality and diversity by ensuring that job criteria are relevant to the successful undertaking of the job and do not indirectly or disproportionately disadvantage any individual on the grounds of gender, age, disability, race/ethnic origin, religion or belief, sexual orientation, caring responsibilities or social status, unless it can be justified on objective grounds.

ATTRIBUTES	ESSENTIAL: The minimum acceptable level for safe and effective job performance	DESIRABLE: The attributes of the ideal candidate
ATTAINMENTS/ EXPERIENCE 1. Educational (e.g. qualifications, membership of professional bodies) 2. Occupational (e.g. management experience)	• H.N.C / N.N.E.B or equivalent • Qualification enabling registration as lead practitioner with SSSC (BA Childhood Practice) • Previous experience in senior management position	• Additional relevant qualifications • Evidence of recent personal development • Evidence of success in management position
SKILLS & ABILITIES (e.g. work ethic, motivation, judgement, initiative, analytical skills, problem solving skills, report writing skills)	• Extensive knowledge of early years curriculum, Curriculum for Excellence, Pre-birth to Three. • Good leadership skills. • Excellent communicator. • Ability to work in partnership with parents and community. • Ability to motivate and develop staff. • Good organisational skills.	• Evidence of having developed initiatives in early years setting
SPECIAL APTITUDES (e.g. numerical skills, manual dexterity, driving licence)	• High quality interpersonal skills • Commitment to continuous improvement • Knowledge of all early years issues/ initiatives	• Understanding of corporate and community aims and values. • Understanding of financial regulations and operations.
ANY ADDITIONAL JOB RELATED REQUIREMENTS (e.g. ability to work irregular hours, shifts)	• Flexible approach to working hours • PVG Required	

DISABLED APPLICANTS AND GUARANTEED INTERVIEWS

Under the Disability Confident Scheme, an applicant who indicates they have a disability and who meets the essential requirements for the vacancy will be offered a guaranteed interview.

Terms and conditions

Salary	£50,718 – 53,786
Hours of work	37 hours x 39 weeks / contractual hours will be stated as 08:00 and 18:00
Location	Newark Early Learning Centre
Pension	Employees will be contractually enrolled in to the Local Government Pension Scheme. The employee contribution is based on salary level.
Conditions of service	https://www.inverclyde.gov.uk/assets/attach/1705/Conditions-of-Service-V1-7.pdf
Relocation assistance	Relocation expenses will only be applicable where an employee moves into the Inverclyde area within 1 year of taking up employment. Please contact us for further information.
Annual leave/public holidays	https://www.inverclyde.gov.uk/assets/attach/1705/Conditions-of-Service-V1-7.pdf
Personal vehicle usage	Employees who are authorised car users are entitled to reimbursement of business mileage.
Terms of appointment	The appointment will be subject to a PVG Scheme Record Check, satisfactory references and medical clearance.
Notice period	https://www.inverclyde.gov.uk/assets/attach/1705/Conditions-of-Service-V1-7.pdf
Other employment	The postholder may not engage in any other business or take up an additional employment without the express consent of the Council. They must inform the Council of any outside activity which may in any way conflict with their work for the Council.



Recruitment process and response instructions

Submitting an application

Candidates wishing to apply for a post should apply online via the myjobscotland website at <https://www.myjobscotland.gov.uk/councils/inverclyde-council/jobs> and visit our education page at <https://www.myjobscotland.gov.uk/councils/inverclyde-council/education>.

Upon submission of an online application, candidates will receive an email confirming receipt.

The selection process

After the closing date candidates will be notified by email via the myjobscotland website if they have been invited to attend for interview.

Assessment and interview

Depending on national guidance re health and safety relating to Covid, candidates will be required to participate in either an in school meeting with pupils, parents and staff or an online alternative

Candidates will be required to deliver a short presentation as part of the interview selection process. This may be done online or face to face depending on national guidance re health and safety relating to Covid.

Those candidates not selected for interview will be advised in writing.

Pre-employment checks

Employment with Inverclyde Council is subject to successful candidates being eligible to work in the UK, receipt of two satisfactory references and the satisfactory outcome of pre-employment health screening and a Protecting Vulnerable Groups (PVG) checks.

Information or queries

If you have any queries or require further information relating to any aspect of the recruitment and selection process, you can contact Yvonne Gallacher on **01475 712812** or yvonne.gallacher@inverclyde.gov.uk

