Recruitment Profile

Post number	12019
Position title	Head Teacher
Grade	Point 10
Department	People
Location	Leader Valley
Salary/Rate of Pay	£81,579 per annum
Hours of work	35
Weeks per year	52
Number of staff responsible for	TBC
Reports to post number	CHIEF OFFICER SCHOOLS
Registration requirements	GTC Scotland
Drivers Licence required	A current driving licence and use of a vehicle is an essential requirement of this post. * If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role. Category B
Contract status	Permanent
Contract end date	
Reason for temporary vacancy	
Disclosure status	PVG Children
Political restrictions	N/A
Role profile number	N/A
Business World post status	Permanent
Work pattern	Monday - Friday 35 hours per week
Vacancy number	SBO09517
Closing date	9/11/2025

Role purpose

Principal Duties and Responsibilities
Leader Valley School comprises of five Enhanced Provisions located across Scottish Borders
Leader Valley School is based in Earlston in the Scottish Borders. It was opened in February 2017 and forms part of a wider service delivery including 4 further Profound and Complex Needs Enhanced Provisions based @ Hawick, Galashiels, Duns and Peebles. Leader Valley School also comprises of a team of specialist staff who work across the Scottish Border Clusters supporting young people with additional support needs from birth to 18.

Strategic Leadership and Vision
• Responsible for the leadership, good management, and strategic direction of Leader Valley school and associated outreach services.
• Build on the shared vision and ethos of the school, thinking creatively to expand educational possibilities and maximise potential for all learners.
• Provide strategic leadership and direction for Leader Valley School
• Conduct the affairs of the school and appropriate outreach services to benefit pupils and the wider community, in line with objectives and policies set by the education authority and under the direction of Scottish Borders Council.
Leadership and Management of Staff

• Lead and manage all staff across Leader Valley School, ensuring effective deployment and development.
• Provide professional advice and guidance to staff.
• Manage and participate in the selection and appointment of staff.
• Review the CLPL needs, career development, welfare, and performance of colleagues.
• Promote the continuing professional development of all staff.
• Ensure that all staff have an annual review of their development needs.
• Implement the council's disciplinary and grievance procedures as appropriate.
• Ensure compliance with national and council policies.

Curriculum Development and Quality Assurance

• Oversee the development and implementation of a curriculum for children with ASN, profound and complex needs, aligned with Curriculum for Excellence.
• Manage and develop the school curriculum across all settings.
• Coordinate the development, implementation, and review of curricular policy.
• Implement policies and procedures for quality assurance.
• Lead and manage self-evaluation and improvement planning processes.
• Responsible for and manage the overall school improvement planning process.
• Promote improvement in attainment, particularly in literacy and numeracy, and work to close the attainment gap between the most and least disadvantaged pupils.

Finance and Resource Management

• Strategically and operationally manage financial resources to support effective learning environments and continuous improvement.
• Ensure compliance with health and safety, HR, and legislative requirements.
• Whole School Policy and Implementation
• Responsible for the school's improvement planning.
• Develop, implement, and review school policy on pupil assessment and attainment.
• Develop, implement, and review school policy on pupil guidance, pastoral care, and welfare.
• Promoting Positive Ethos and Wellbeing
• Foster an ethos of care, achievement, respect, and inclusion.
• Place GIRFEC, UNCRC and needs of every child at the centre of education to improve health and well-being outcomes.

Pupil Support and Inclusion

• Develop and lead inclusive strategies and personalised curricula to support pupils' profound and complex needs.
• Collaborate with mainstream schools to ensure curricular entitlements and inclusion for pupils on shared placements.
• Lead planning for effective transitions.
• Participate in the Central Overview Group for decisions on entry to specialist settings.
• Ensure effective implementation of relevant legislation and policy.

Partnership Working and Community Engagement

• Responsible for the school's strategy for communicating with parents/carers, parent groups, professional agencies, and other schools.
• Work in partnership with parents, other professional agencies, and schools to support pupil outcomes.
• Promote the school within the wider community.
• Liaise with Education Officers.
• Undertake strategic management of liaison with other education providers and external agencies.

Local Authority Role

• Contribute to the strategic direction and decision making relating to inclusion and meeting additional support needs (ASN) across Scottish Borders
• Lead innovation and change at local authority level including taking responsibility for policy and guidance formulation relating to inclusion and ASN
• Work with education officers to ensure high quality ASN and Profound and Complex Needs provision

across all sectors
• Contribute to National groups and forums to help inform best practice locally and Nationally
Note
The above outline of duties may reasonably be varied from time to time by the Executive Director, Children's Services in response to the needs of the school and in consultation with the post holder.

Why work for Scottish Borders Council?

• We are committed to delivering high quality professional learning and investing in leadership development
• Our Inspire Learning programme ensures access to the best digital learning in Scotland
• The opportunity to work in an empowered cluster model and to shape and contribute to strategic improvement
• Living in the Borders offer an exceptional quality of life, combining the best or rural living and small town living with excellent connectivity to Edinburgh and beyond.

OTHER DETAILS
This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required by the Director of Education & Lifelong Learning to meet the needs and responsibility of the Service and the Council.
"Note: The salary/pay grading of all administrative, professional, technical, clerical and manual posts is under review as part of the implementation of the Single Status Agreement covering Scottish Local Authorities. The Single Status Agreement may also result in changes to terms and conditions of employment following negotiation with the trade unions."

Person specification		
Criteria	**Essential**	**Desirable**
Education, qualifications and training	• A degree in primary education or a relevant qualification with a PGDE • Full Registration with the General Teaching Council (of Scotland) or an assurance from GTC that full registration would be forthcoming. • A qualification in education leadership, such as Into Headship or equivalent or a commitment to achieve this within the required timescale • To hold a valid driving license	• Accreditation in management development from a higher education institute unless the candidate already has evidence of substantial successful experience in a senior promoted post • Accreditation in ASN or Support for learning from a higher education institute
Skills, knowledge and competences	• Thorough understanding of the roles of self-evaluation, school improvement planning and standards and quality reporting in achieving excellence • Thorough understanding of legislative and policy frameworks governing education at local and	• Previous experience of working in an inter-agency setting • Experience in leading digital learning and adaptive technologies which enhance pedagogy

	national levels • Knowledge and understanding of current relevant educational research with particular reference to ASN and profound and complex needs • Understanding of the principles and practices in relation to leadership and leading change • Highly developed organisational skills, including effective delegation and staff deployment strategies • Strong team-building skills, focusing on enabling leadership at all levels within the staff group • Proven ability to consult effectively with a wide range of people within the school and community • Strong evidence of very good interpersonal skills • Direct experience of working with a range of partners including Allied Health Professionals; to provide appropriate education packages for children and young people	
Experience	• Successful experience of leading self-evaluation and school improvement planning activities. • Successful experience of monitoring and evaluating the quality of teaching and learning in colleagues' classrooms. • Experience of managing challenging behaviour within a positive relationships approach • Robust experience of managing inclusion at class, stage and school level. • Management involvement in CPD and PRD programmes (e.g. as reviewer). • Proven track record in working effectively with parents, pupils, staff and the community. • Experience of working with children with profound and complex ASN needs	• Successful experience as a senior member of a school leadership team. • Experience in controlling school budgets • Experience of leading or contributing to Local Authority improvement
Other	• Self-awareness • Ability to inspire and motivate others • Effective communication, both verbal and written • Empathy and active listening • Approachable manner	

	• Clear articulation of vision and ideas • Political insight • Enthusiasm and passion for learning • Personal commitment to education and creating a positive learning environment • Confidence in decision-making • Resilient and adept at managing workload and stress	

Driving Licence - Where it is an essential requirement for this post to hold a current driving licence. Note: If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role.

HEALTH & SAFETY STATEMENTS

To ensure the effective management of health & safety within the area of responsibility, for employees and anyone else affected by the work activities, through the implementation and compliance with health & safety policies, procedures and arrangements.

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Equality – Ensure that all work and outputs comply with and promotes equal opportunities and diversity.

Supervisory or Managerial posts only - Ensure that HR systems are in place for reporting management information and making recommendations for any corrective action necessary.

Equal Opportunities - Scottish Borders Council is committed to improving the diversity of its workforce to better reflect the communities we serve. We welcome applications from all minority groups and individuals who identify with one or more of the protected characteristics as defined by the Equality Act 2010. In particular from candidates who assess themselves as having a disability, under the Disability Confident Employer scheme this guarantees an interview to those individuals who meet the essential criteria of the post. All appointments will be made on merit.

Digital Innovation & Solution Focused Statement
Scottish Borders Council is committed to excellence and continuous improvement through the transformative power of digital solutions reinforcing our commitment to excellence, sustainability, enhancing our work practices and enriching our support to the community. As digital innovation evolves, our organisation is dedicated to integrating these advancements in a manner that aligns with our core values and strategic objectives.
All roles across the Council will actively seek and implement the latest digital solutions and technologies that can improve efficiency, productivity, and the quality of our services. Training will be provided, to ensure staff are proficient in utilising new technologies, fostering a culture of continuous learning and adaptability.

Please note priority will be given to staff on the deployment/redeployment list who meet the essential criteria of the post.

Please note that applicants who have received early retirement/voluntary severance from Scottish Borders Council will not be considered.

TEMPORARY POSTS
If at a later date a temporary post becomes permanent, it will be at the discretion of the Department's management team to confirm the post holder as permanent without readvertising.

PRE EMPLOYMENT CHECKS

Essential

- Confirmation of Right to Work in the UK **- (All posts)**
- Level 1/Level 2/PVG Registration Disclosure Check - ***(PVG/Disclosure posts only)***
- References - ***(All posts***)
- Confirmation of qualifications required to meet the essential criteria on the person specification **- (All posts)**

Right to Work in the UK - To ensure that you are eligible to work in the UK, we will require the following documentation:

- A Passport showing you are a British/Irish Citizen.

OR

- A British Birth/Adoption Certificate along with an official document containing your name and permanent National Insurance number

For all other nationalities

- Settled status code

OR

- Immigration status document, for further information visit Apply to the EU Settlement Scheme (settled and pre-settled status) - GOV.UK (www.gov.uk)

Please note that a Short Birth Certificate and a Driving Licence are not sufficient to show your entitlement to work in the UK.

OTHER DETAILS

Disclosure/PVG Registration

Under the Rehabilitation of Offenders (Exclusion and Exceptions) (Scotland) Order 2003 to the 1974 Rehabilitation of Offenders Act (ROA) Scottish Borders Council are entitled to ask "exempted questions" that require applicants for certain positions to reveal their full criminal history.

This means that all details of criminal convictions, whether they are spent or not, must be disclosed to help the recruiting manager assess the person's suitability for a position of trust.

Disclosure

These "excepted professions" are set out in the Exceptions Order and include:

- certain professions in areas such as health, pharmacy and the law;
- senior managers in banking and financial services;

PVG Registration

Certain posts are considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by Scottish Borders Council.

PVG/Disclosure Process

After the application is processed you will receive an email with a secure link to view the disclosure. You must share this with us to progress the recruitment process.

Political Restrictions

Certain posts within Scottish Borders Council will be deemed Politically Restricted. If you are appointed to such a post the Local Government Officers' (Political Restrictions) Regulations 1990 provide that your terms and conditions of employment are deemed to incorporate additional provisions set out in the Schedule to the Regulations, a copy of which can be obtained from HR. Full details of restrictions will be provided in your application pack if you are applying for a Politically Restricted post.

**** From 1 April 2025 a Scottish Local Government Living Wage Rate of £13.06 per hour has been agreed. All employees recruited on a salary/wage less than the SLGLW rate shall receive a payment additional to their salary/wage in order that they are paid at the rate of £13.06 per hour. The additional payment shall count as pensionable earnings and be subject to deduction of tax, national insurance and pension where appropriate.