# Recruitment Information Pack

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| Job Title | Principal Teacher Curriculum – Mathematics |
| Reference No | 502.55 |
| Location | St Margaret's Academy |
| Hours | 35 hours |
| Salary | £71,649 |
| Status | Permanent |

Thank you for your interest in this post, if you have any questions in relation to the recruitment process or if you are disabled and require any adjustment to the recruitment process please contact our recruitment team on 01506 28 22 22 or email recruitment@westlothian.gov.uk.



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# Privacy Notice – HR Services - Recruitment

**Information held about you.**

West Lothian Council will hold the following personal information:

- Full name
- Home address
- Email address
- Employment history
- Training/qualifications
- Registration with professional bodies
- Equal opportunities monitoring information (gender, ethnic origin, sexual orientation, religion and disability)
- Criminal convictions (if applicable)
- Pre-employment checks (health screening, references and PVG check if applicable)

**Who is processing my information?**

All personal information is held and processed by West Lothian Council in accordance with data protection law.

**How will we use information we hold about you?**

Personal information held by West Lothian Council will be used in the following ways:

- To assess the suitability of applicants for the job they have applied for
- Equal opportunities monitoring information will be used to monitor the council's compliance with equality legislation
- To populate the HR Payroll system for successful candidates (see privacy notices on performance of contract of employment for further details)

**Who we will share your information with?**

We will not share your information with any external bodies.

## How long do we keep your records?

If your application is successful we will keep your information for a period of 6 years after you leave employment with the council. Information stored on the Myjobscotland website will be retained for 7 years from the date of your application.

If your application is unsuccessful, all information will be kept for a period of 6 months, following which it will be securely destroyed. Information stored on the Myjobscotland website will be retained for 5 years from the date of your application.

## Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased if incorrect.

To request your records, you will need to put your request in writing to HR Services, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Email – hrsupport@westlothian.gov.uk

You also have a right to make a complaint about our handling of your personal information to the Information Commissioner's Office.

## Further information

If you have any questions or concerns about how your information is used, please contact Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF or email DataProtectionOfficer@westlothian.gov.uk

More information about data protection and how it applies to you is available from the Information Commissioner's Office.

# About Education Services

## Schools

West Lothian Council's 68 primary schools, 13 secondary schools, 66 early learning and childcare settings and 5 additional support needs schools deliver Education Services to approximately 26,000 pupils and approximately 4,000 pre-school children, their parents/carers and the wider community.

Education is provided in terms of the Education (Scotland) Act 1980, the Standards in Scotland's Schools Etc. Act 2000, the Education (Additional Support for Learning) (Scotland) Act 2004, and the Children and Young People (Scotland) Act 2014.

Schools work towards achieving the key strategic aims of the council. In particular, schools improve opportunities for young people, in partnership with centrally based officers, other Council services and external partners by:

- Raising standards of attainment and achievement for all
- Addressing the 'poverty related attainment gap' by ensuring equity of opportunity
- Improving employability and positive destinations for all school leavers
- Improving the learning environment
- Promoting equality of access to education
- Promoting citizenship and community engagement
- Promoting skills for lifelong learning including enterprise and creativity

## Quality Improvement

The core function of the Quality Improvement Team (QIT) is to support and challenge school leaders in all schools to build capacity for self-evaluation that leads to improvement in the key areas of:

- Leadership and Management
- Learning Provision
- Success and Achievements

The team plays a key role in driving the implementation of the Raising Attainment Strategy, through effective quality improvement activities, which includes validated self-evaluation. The team also carries out individual and collective school attainment reviews, engaging school leaders in the forensic analysis of performance data to inform improvements and interventions.



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The Quality Improvement team drive improvement in Early Learning and Childcare in Council establishments and partner providers.

The Quality Improvement team also assist with the recruitment and appointment of senior leaders in schools (Head Teachers and Depute Head Teachers), and builds capacity for effective senior leadership and leadership at all levels.

The Child Protection Officer (Education) provides high level expertise for Designated Members of Staff at school level for all aspects of child protection. The CP Officer liaises closely with national and local partner agencies to ensure a co-ordinated approach to child protection.

**Performance Team**

The core function of the Performance Team is to provide the Quality Improvement Team and schools with support in the management, analysis and intelligent use of data to support improvements in key indicators of performance. The Performance Team are also responsible for managing data collection and validation.

**Inclusion and Wellbeing Service**

The Inclusion and Wellbeing Service (IWS) works in partnership with schools, the Educational Psychology Service, the Quality Improvement Team and multi-agency partners to deliver education services and contribute to the overall aims of the council in relation to the educational attainment, achievement and health and wellbeing outcomes for West Lothian's children and young people.

More specifically, the service supports schools in improving the delivery of education provision, learning experiences and opportunities for children and young people with additional support needs across the curriculum in every educational context and setting, enabling all pupils to achieve at their highest potential. Collaborative planning with multi-agency partners is a key focus throughout the service's strategic and operational activities with the Getting It Right for Every Child agenda underpinning all partnership working.

**Education Psychology**

The Educational Psychology Service (EPS) works directly with children and their families, schools and multi-agency partners to contribute to the overall aims of the council in relation to the educational achievements and mental health and wellbeing outcomes for West Lothian's children and young people.

## Strategic Resources

The team is the client interface with Finance, Estates and Property Services for the provisioning on new schools and early learning and childcare (ELC) settings and for delivering improvements to the current school estate.. The team works in partnership with Finance, Estates and Property Services and Operational Services for services to schools and has responsibility for health and safety, business continuity planning, statutory compliance and control of risk across the service.

The team undertakes workforce planning for teaching and non-teaching staff across the service including job sizing for promoted teaching posts. The team provides schools with business support and support for SEEMIS (schools management information system for staff and pupils) including completing census annual returns for the Scottish Government (ScotXed). The team also provides support for iPayimpact (an online payment facility for parents/carers).

## Early Years Development

The Early Years Development Team have a lead role in service for the quality assurance in early learning and childcare (ELC) in relation to ensuring that all council settings including private partner providers, playgroups and childminders (with the SCMA) meet and maintain the National Quality standard published by the Scottish Government for eligible children.

## Digital Learning

The Digital Learning team provide support to schools to enable them to develop teaching resources through the use of digital platforms and to complete their strategy for the hardware and devices within their school. The team also support the Council's Virtual Campus and use of GLOW. The team are a key part of provisioning for new schools and early learning settings.

## Instrumental Music

The Instrumental Music Service encourages achievement, enhances and supports the music curriculum within schools and delivers all aspects of Curriculum for Excellence to our young musicians. The service delivers music tuition in a range of instruments to children and young people in West Lothian.

Instructors work across groups of schools, ensuring access to instrumental tuition and extending pupil experience. The central team is responsible for managing, developing and supporting all aspects of the Instrumental Music Programme on behalf of West Lothian Education Service and for organising and delivering career long professional learning development opportunities. This ensures that good professional standards

are maintained in liaison with school music departments. The team also co-ordinates West Lothian Schools Area Bands and Ensembles Programme.

**Community Arts**

Community Arts supports the development of arts and cultural activity in West Lothian and provides opportunities to participate in the arts by offering a range of curricular and community-based learning and development opportunities. Arts Officers manage the community arts programme including the Youth Music Initiative (YMI) and also work in partnership with Planning and Economic Development, the service manages the council's Public Art programme which is funded by developer contributions. Grassroots Public Art grants enable communities to manage the commissioning of new pieces of public art which are based on community consultation and engagement.

Community Arts work with West Lothian Leisure to provide high quality cultural facilities at Howden Park Centre and manage a year-round performing and visual arts programme at both Linlithgow Burgh Halls and Howden Park Centre. Linlithgow Burgh Halls also provides a range of flexible spaces for hire to community groups and individuals.

**Active Schools and Community Sport**

Active Schools is a national network of staff working across Scotland to increase capacity and provide opportunities for children and young people to participate in sport before and after school. The team work together to provide a wide range of opportunities connected to physical education, school sport and club sport.

**Customer Support**

The Customer Support Team are responsible for the administration of early learning and childcare placements, placements at the P1 and S1 stages. The team have responsibility for parental involvement, co-ordinating freedom of information requests and the central complaints service. It also covers the letting of primary schools and halls, internal and external communication and the achievement of customer quality standards.

**Adult Learning and CLD Youth Services**

Adult Learning and CLD Youth Services have a strong focus on early intervention, prevention and tackling inequalities. These services empower people individually and collectively to make positive changes in their lives and in their communities; in line with corporate plan priorities 1, 3, 5, 6 and 7. Access to high quality learning, skills development, attainment and activities to promote health and wellbeing are important

factors in determining life chances and can be a key to reducing inequality. Working together and with our partners CLD Youth Services and Adult Learning aim to ensure that disadvantaged communities have access to community learning and development support they need and help our most disadvantaged citizens develop the skills and support to participate fully in society.

**Customer Participation**

The service actively engages with customers and potential customers in the delivery and re-design of services to ensure that they are accessible and focused on their needs and preferences.

# Council Strategies

Education Services is responsible for the development and implementation of the following corporate strategies; Raising Attainment Strategy, Active West Lothian Strategy.

# Equality and Diversity

**Equality is relevant to us all. Addressing discrimination and promoting equality are everyone's core business.**

We want a West Lothian in which all people and communities have a say in their future and an equal opportunity for health, safety, education, fulfilling work, and a high quality of life. West Lothian Council has published equality outcomes, equality information on our workforce and our progress on mainstreaming equality. This reflects our commitment to promoting equality and eliminating discrimination as well as fulfilling our statutory duties under legislation.

The council recognises and values the diverse range of talents, skills, experience and perspectives that exist within society and believes that those qualities and attributes should also be reflected within the composition of its workforce, its employment practices and in the planning and delivery of its services.

Central to the council's Equality and Diversity agenda, is the prevention of discrimination, victimisation and harassment against service users and employees on any grounds, but particularly in relation to the following protected characteristics:

- age;
- disability;
- sex (gender)
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sexual orientation

In addition, prevention of discrimination, victimisation and harassment in relation to gender identity, gender expression, non-binary identities, language, social origin, employment status, political belief, trade union membership or activity, or responsibility for dependants is key to ensuring we have a diverse and inclusive workforce that reflects the communities we serve.

West Lothian Council is a Stonewall Diversity Champion and is committed to advancing LGBT equality and this is reflective in all our policies which are inclusive of all protected characteristics.

# How to apply

Our preferred method of receiving applications is on line. In the interests of equality we do not accept C.Vs.

All applications must be received by the closing date stated on the advert and any late applications will not be accepted. Where there have been a high number of applications for a post, we may decide to close the post early. We do not keep copies of application forms on file for any future similar vacancies and therefore you will need to complete a separate application form for each post that you apply for. However, when applying on line the system will remember your core details.

If you apply for a post on line we will contact you using the email address you have provided.

The information you provide in your application is used to determine whether or not you should be shortlisted for interview. It is therefore in your interest to complete the form fully and carefully. Your application form should contain sufficient information to demonstrate that you have the skills and experience required for the post.

**What happens next?**

Following consideration of your application you will be notified as to whether or not you have been selected for interview.

If you are selected for interview you will receive an email from us confirming this and asking you to log in to the Myjobscotland website and select a suitable interview time. If you are not selected for interview you will receive an email confirming this.

**Successful Candidate**

The successful candidate will receive a conditional offer of employment, pending completion of the following checks, as appropriate.

- Pre employment health check
- References
- PVG
- Eligibility to work in the UK

A formal offer of employment will be issued only when all checks have been satisfactorily completed.

If you have any questions please email recruitment@westlothian.gov.uk



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## Terms and Conditions of Employment for Teachers

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| **Conditions of Service** | Conditions of Service are those of the National Scheme of Salaries and Conditions of Service for Teachers and Associated Professionals as adopted and amended by West Lothian Council. |
| **Hours of Work** | The normal working year for teachers is 195 days of which 190 days coincide with the school year for pupils. The remaining 5 days are allocated to duties as planned by the council. |
| **Pay** | Employees are paid by bank transfer on the last Thursday of the month.<br><br>Where appropriate you will receive an annual increment on the 1st August each year, until you reach the top of the grade. |
| **Annual Leave** | The leave year will commence on 1st September each year. Teachers/instructors accrue leave on the basis of 0.338 of a day for each day worked, pro-rated for each part day worked. |
| **Public Holidays** | There are 11 paid public holidays each year.<br><br>Part time employees are given a pro-rated entitlement to reflect their particular working arrangements. |
| **Sickness Absence** | Your entitlement to sickness allowance will be in accordance with the Scheme of Sickness Allowance set out within the National Scheme of Salaries and Conditions of Service for Teachers and Associated Professionals as adopted and amended by West Lothian Council. |
| **Pension** | You are legally required to make provision for your pension. You are subject to the Scottish Teachers' Superannuation Scheme entry to the scheme is automatic from the first day of employment. You are entitled to opt out of the scheme at any time in order to make alternative pension provision.<br><br>The scheme is currently a final salary pension scheme. |
| **Performance Review and Personal Development** | All employees are entitled to an annual review with their manager, to identify any development needs and set objectives for the coming year. |



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| **Employee Benefits** | The council has negotiated discounts for employees with over 90 local businesses and over 1,000 businesses nationally. Childcare vouchers are offered and employees can take advantage of 20% off membership and free joining fees with West Lothian Leisure.<br><br>To promote the council's commitment to having a healthy workforce counselling and physiotherapy are also offered to employees. |
| **Pool Cars** | The council provides access to pool cars for employees who need to drive as part of their job. |
| **Trade Union** | The council supports collective bargaining and you have the right to join a trade union and take part in its activities and are encouraged to do so. |
| **Health and Safety** | The council is committed to ensuring a healthy and safe working environment for all employees. Health and safety responsibilities are set out in the Occupational Health and Safety Supplementary Policy and Safety Arrangements booklet for your workplace. |



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West Lothian Council

# Job Description

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| Job Title | Principal Teacher Curriculum – Mathematics |
| Reports to: | Head Teacher |
| Location: | St Margaret's Academy |

St Margaret's Academy is a Roman Catholic denominational secondary school in Livingston, serving 1100 young people from across West Lothian. Rooted in faith and guided by our REACH values -**R**espect, **E**quality, **A**chievement, **C**ommunity and **H**appiness, we sit at the heart of the local community, working closely with our cluster primaries, parishes and families.

We offer a broad and balanced Curriculum, including academic, vocational and faith-based pathways, ensuring every pupil has the opportunity to achieve their full potential. We have a culture where excellence is both expected and celebrated. Guided by our values and strengthened by our partnerships with families, parish and community.

At St Margaret's Academy we strive to create a community where every young person is valued, nurtured and encouraged to flourish, spiritually, academically and personally.

## Purpose of the Job

The Principal Teacher Curriculum (PTC) – Mathematics will have responsibility to carry out the list of duties contained in Annex B of "A Teaching Profession for the 21st Century".

The Principal Teacher will be required to assist the Head Teacher and Depute Head Teacher(s) in the overall management and organisation of the school. He/she will be an active member of the extended leadership team operating a policy of consultation and open management.

The successful candidate will also hold full school responsibility for STEM.

## Key Duties and Responsibilities

The postholder will accountable:

- to the Head Teacher.
- for taking a lead role within the school to ensure the effective delivery of learning and teaching, ensuring that motivational support and guidance is provided to all colleagues.
- for highly effective learning and teaching and service delivery within their assigned area of leadership/ management responsibility.
- for assisting with managing the financial and non-financial resources and particularly within their assigned area of management responsibility and more widely throughout the school as part of the extended leadership team.



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- for the advice/information provided to stakeholders and requires discretion in making decisions and providing advice to colleagues, parents and partners in relation to all curricular and pastoral aspects of the role.
- for the confidentiality of information as required throughout the school in relation to pupil, staff, parents and operational requirements.

The post holder:

- will deliver highly effective practice of class teaching to their assigned classes/activities
- will have an awareness of inclusion and ALN strategies to support pupils' learning and possess a wide interest in all aspects of education.
- will be able to demonstrate strengths in monitoring and tracking pupil attainment and achievement.
- must have a sound knowledge of current national curricular developments and teaching and learning theory and practice.
- must evidence a clear ability to implement and evaluate such methodology through self -evaluation and quality assurance.
- will have experience of taking forward an aspect of/ major school initiative such as: Learning and Teaching policy and overseeing probationer teachers.
- will demonstrate experience of leading and working within a team.
- will demonstrate ability to support the role of principal teacher as part of the school Full Leadership Team and fully support the Senior Leadership Team in the professional forum throughout the school and beyond.
- will be able to evidence continuing professional development supporting the key responsibility areas of this post.
- must have good management, liaison, communication/interpersonal and presentational skills.

**Job Scope & Context –**

**LEADERSHIP, GOOD MANAGEMENT & STRATEGIC DIRECTION OF COLLEAGUES**

- Have direct line management responsibility for allocating staff, manage a team of teachers, manage a team of non-teaching staff.
- As part of professional review and development, review CLPL needs, the career development, welfare and performance of colleagues.
- Be accountable for allocating budgets and the effective deployment of resources.
- Assist with the selection and recruitment of staff.
- Support and mentor new, fixed term or supply staff at all stages.

## CURRICULUM DEVELOPMENT AND QUALITY ASSURANCE

Manage the development of the school curriculum

- manage the development of assigned area(s) of the curriculum in accordance with school improvement planning priorities.
- lead working groups and assist other members of the leadership team to co-ordinate and implement the curriculum within the school.

Monitor and evaluate learning and teaching

- monitor and evaluate learning and teaching within the assigned area(s) of the curriculum.
- monitor and evaluate learning and teaching across the school.

Contribute to the leadership and management of the process of school improvement planning

- lead school improvement planning working groups.
- support and assist with Cluster Improvement Agenda.

Implement and evaluate Quality Assurance procedures

- carry out evaluations of performance against the School Improvement Plan and collate results for leadership team discussions.

## WHOLE SCHOOL POLICY AND IMPLEMENTATION

Develop, manage and implement policy on learning and teaching

- assist the other members of the leadership team by leading the development of policy on learning and teaching within assigned area(s) of responsibility.

Develop, manage and implement policy on pupil assessment and achievement

- work collectively to develop arrangements for pupil assessment and the recording of achievements.
- contribute to the implementation of a collegiate approach to assessment moderation.



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Develop, manage and implement policy on pastoral care, pupil welfare and support

- support the development and monitor the implementation of policy on pastoral care and pupil welfare in accordance with school policy.

Develop, manage and implement policy on behaviour management

- contribute to the implementation of positive behaviour strategies within the school leading initiatives, supporting all staff and reporting to the Senior Leadership Team.

Class Cover, Development Cover as required

- to support the effective running of the school through providing class cover as required by the Senior Leadership Team.

**WORKING WITH PARTNERS**

Lead and/or work with colleagues in same establishment

- lead curriculum workshops and make recommendations in accordance with whole school policy.

Work with other establishments and agencies

- assist, identify and implement links with outside agencies under Head Teacher direction.
- lead or participate in school or authority working groups as assigned by the Head Teacher.
- work with support/quality assurance agencies including, but not restricted to, Educational Psychology, Speech and Language Therapy and Occupational Therapists.

Work with parents/carers

- the post holder will be expected to possess vision, leadership qualities and the ability to develop and maintain good relationships with parents and stakeholders.
- engage parents to assist and provide the highest quality of learning, teaching and support for pupils.
- lead curriculum workshops and assemblies in accordance with whole school policy.
- join Parent Council meetings and support the activities and events in school as appropriate.

Contributing to Whole-School Life

- Actively promote the Catholic ethos of the school and the values of REACH in daily practice.
- Contribute to school-wide initiatives, assemblies, liturgical celebrations, and wider achievement opportunities.
- Represent St Margaret's Academy positively within the wider community, building strong relationships with parents, parishes and partners.

Promote a Positive School Climate

Work with the Head Teacher and other members of the Senior Leadership Team as required to:

- ensure a climate of mutual respect within the school community.
- ensure equality of opportunity for all pupils.
- promote racial equality.
- involve parents/carers as partners in the education of their children.

**Additional Information**

A relevant teaching qualification and registration with the General Teaching Council for Scotland is essential.

Written approval by the Catholic Church will be required for this position. Please see www.sces.uk.com for further information.