

**Recruitment Pack for the Post of
Permanent Principal Teacher of Braes High School
(Cluster Music & PE) -- ES6477**

Braes High School
Newlands Road
Reddingmuirhead
FK2 0DA



FALKIRK COUNCIL
Children's Services



"Teaching in Falkirk is more than just a job – it demands a shared commitment to support children and young people to be successful by creating the best learning environment for all of those in our care. Committed, caring and ambitious teachers make the difference in terms of 'getting it right for every child' and improving attainment and achievement. If this challenge resonates with you come and join us. Falkirk schools believe in better, we want teachers who feel the same."

Director of Children's Services
Falkirk Council



ADVERT – PRINCIPAL TEACHER OF BRAES HIGH SCHOOL (CLUSTER MUSIC & PE)

Braes High School - £61,818

We are looking for a dynamic and innovative leader who can lead our effective team of Music and PE within our Cluster. Leading these teams, your primary role would be to ensure that young people within Braes Cluster fulfil their potential within your curriculum areas. Contributing to our Cluster approach of ensuring appropriate pathways and supports for pupils and to the positive ethos and life of the Cluster are also crucial elements of the role. As a curriculum leader within Braes Cluster, your role would include contributing to the strategic direction of the Cluster and its ongoing development.

Applicants are encouraged to be explicit in detailing in their application the skills, experience and attributes that they can bring to this specific post.

Candidates invited to interview will receive details of the activities involved. Successful applicants for posts working with children or vulnerable adults will be subject to disclosure checks or the new PVG scheme and approval by Care Commission Scotland.

The key policy document for Falkirk schools is *Learning to Achieve*. This was co-created by head teachers, teachers, early year's practitioners, support staff, parents/carers, pupils and other partners.

RESPONSIBILITIES OF THE POST

General

As a member of our extended management team, the successful candidate will be expected to work in a way which promotes our strong cluster ethos of respect, participation and restorative practices at all levels and fosters strong links with parents and the community.

The duties of a Principal Teacher working in Falkirk Council are drawn from the outline duties for Principal Teachers set out in Annex B of the agreement 'A Teaching Profession For The 21st Century'.

Key Responsibilities

- Responsibility for the leadership, good management and strategic direction of colleagues within the Cluster.
- Curriculum development and quality assurance within the Cluster.
- Contributing to the development of cluster policy in relation to the behaviour management of pupils.
- The management and guidance of colleagues within the Cluster.
- Reviewing the CPD needs, career development and performance of colleagues within the Cluster.
- The provision of advice, support and guidance to colleagues within the Cluster.

Management Responsibilities

- Contribute to the Management and development of the cluster curriculum.
- Contribute to the Monitoring and evaluation of learning and teaching.
- Contribute to the management of the process of cluster development planning.
- Develop, manage and implement policy on learning and teaching.
- Develop, manage and implement policy on pupil assessment and attainment.
- Develop, manage and implement policy on pastoral care, pupil welfare and support.
- Develop, manage and implement policy on behaviour management.
- Implement and evaluate Quality Assurance Procedures.
- Be accountable for allocated budgets and the effective deployment of resources.
- Assist with the selection and recruitment of staff.

QUALIFICATIONS, SKILLS & KNOWLEDGE

The successful candidate will be an outstanding classroom practitioner with a well-developed understanding of pastoral care and learning and teaching pedagogies with a commitment to maximising pupil progress. A commitment to and experience of inclusive practices with young people is vital for this post.

The successful candidate will be able to demonstrate that they are skilled in managing staff, leading developments and in establishing and maintaining good working relationships. S/He must be able to demonstrate their ability to create, motivate and work effectively within a team and organise workload to meet tight time-scales. Good management, liaison, communication and presentational skills are essential to this post.

A sound knowledge of current national curricular developments, together with a clear understanding of relevant approaches to learning and teaching will be required. Evidence of a clear ability to implement and evaluate such methodology will also be of critical importance along with energy, enthusiasm, flexibility, optimism and a commitment to the highest standards.

INFORMATION RESOURCES

Falkirk Council Performance

<http://www.falkirk.gov.uk/services/councildemocracy/budgets-spending-performance/council-performance/>

- **Schools Assessment and Performance**

<http://www.falkirk.gov.uk/services/schoolseducation/school-assessment-performance.aspx>

- **Various education plans and strategies**

<http://www.falkirk.gov.uk/services/schoolseducation/>

- **My Future's in Falkirk**

<http://www.myfuturesinfalkirk.co.uk/>

- **School page on Falkirk Council website**

<https://www.falkirk.gov.uk/places/schools-nurseries/secondary-schools/braes-high-school.aspx>

- **School website**

<https://blogs.glowscotland.org.uk/fa/schoolwebsite/>

- **School twitter**

<https://twitter.com/braeshigh>

Educational Resources Manager

12 February 2013

FALKIRK COUNCIL: CHILDREN'S SERVICES

JOB DESCRIPTION

PRINCIPAL TEACHER – BRAES HIGH SCHOOL

The accountabilities related to this role are as follows:-

- 1. Deputise for the Headteacher**
- 2. Develop, share and promote the school's vision with staff, pupils, parents and the wider community**
- 3. Develop coherent approaches to professional learning which build and sustain teachers' practice by supporting:**
 - opportunities that lead to distributed leadership
 - collaborative working practices
 - sharing of effective practice
- 4. Contribute to leadership for improvement in culture and practice at school level by:**
 - providing clear direction when working with others
 - supporting and developing the school's culture of improvement
 - ensuring school policies and procedures are being implemented consistently
- 5. Demonstrate professional knowledge and understanding by:**
 - critically engaging with literature, research and policy
 - contributing to local and national developments
 - acting as representatives of the authority
- 6. Develop a range of strategies for individual and collective self evaluation, which contribute to the school's improvement**
- 7. Lead and work collaboratively to enhance teaching which leads to high quality learning by:**
 - demonstrating and supporting sound teaching practices
 - monitoring and tracking pupils' progress
 - managing additional support for learning needs
 - quality assuring effective behaviour strategies
 - regularly communicating with and reporting to parents
- 8. Build and sustain partnerships with colleagues, learners, parents and other stakeholders to support:**
 - team commitment and loyalty
 - an ethos of mutual respect, support and challenge that is based on a coaching/mentoring approach
 - effective practice in gathering views and sharing information with parents
 - the provision of pastoral care for staff and pupils
 - effective communication

9. Manage allocated resources proactively and effectively to meet learning and development priorities

DEMANDS

This job requires contact with vulnerable groups therefore you will require to gain/maintain PVG Scheme membership.

Approved By: Kenny McNeill, Educational Resources Manager

Approval Date: January 2013

PERSON SPECIFICATION
POST: PRINCIPAL TEACHER (SECONDARY)

	Essential Qualifications
1	GTCS Registration
2	Relevant Secondary Qualification
3	Maintain PVG Scheme Membership
	Essential Training/ Experience
4	Relevant experience at middle management level
5	Relevant experience of the deployment of resources, including people
6	Evidence of leading collaborative practice to enhance teaching which leads to high quality learning
7	Evidence of continuing commitment to personal professional development
8	Evidence of appropriate involvement in school development planning
9	Evidence of leadership development e.g. Post Grad. Certificate/Diplomas/CPD
	Desirable Training/ Experience
10	Evidence of leading professional learning at school, council or national level
11	Evidence of involvement in developing major initiatives at school, local or national level
12	Evidence of leading and managing change
13	Evidence of building effective teams
14	Evidence of leading professional learning at school level
	Essential Skills
15	Evidence of the ability to lead others
16	Evidence of effective interpersonal skills to support positive working relationships
17	Evidence of effective communication through a variety of media
18	Evidence of developing appropriate relationships with the parent community
19	Evidence of the ability to develop good working relationships with colleagues either in school and/or with other agencies
20	Evidence of regular review and improvement in their professional practice
	Essential Personal Qualities
21	Adapts and works effectively in a variety of situations - flexible
22	Understands formal and informal structures, uses this to produce best response - organisationally aware
23	Understands and works with others to make an impact
24	Sets priorities on a rational basis – analytical thinker
25	Spots key issues in complex situations- conceptual thinker
26	Believes in own capability to accomplish a task – self confident
27	Acts in a way that is consistent with stated values - has integrity
	Essential Criteria
28	Maintain PVG Scheme membership
	Desirable Criteria
29	Gaelic language skills

FURTHER INFORMATION

Braes High School is a six-year non-denominational school located in the Reddingmuirhead area of Falkirk. The town is noted for its community spirit and a strong industrial heritage. It is also well served with road and rail links to the rest of Central Scotland. The school serves a wide geographical area and takes pupils from the communities of Avonbridge, California, Drumbowie, Maddiston, Shieldhill and Wallacestone. The current school population is 1050 pupils although this figure is likely to rise in future years due to the programme of house building in the area.

The school currently has a complement of approximately 80FTE teaching staff and a highly dedicated team of support staff, including a librarian, pupil support worker, 7 office staff, 1 school helper, 1 medical attendant and 9 support for learning assistants.

The Senior Management Team comprises of a Headteacher, 4 DHTs (Heather Cameron, David Ironside, Darren Yeates and Julie Wilkinson) and a Resource Manager (Linda Cranston). Each DHT has their own curricular, organisational and strategic duties, and is also Head of House working with one of our four Pastoral Heads (PTs). We also run a faculty system with 8 Faculty Heads who all manage a number of related departments. There is one other Principal Teacher who has responsibility for Support for Learning.

The school has a very effective pastoral support programme which consist of the following Houses, Campsie, Lomond, Ochil, and Pentland.

Braes High School has a strong ethos which is well defined by our school motto: Build Respect and Earn Success – Be Part of It! We place much emphasis on ‘respect for all’, both within the school and in the wider community. This philosophy is supported by our restorative approach to discipline issues and our positive behaviour and reward systems.

Participation is another important aspect of our ethos and pupils are encouraged to participate in the wide range of lunchtime and after school activities which are on offer. These include a large programme of varied House Activities which are designed to be inclusive and events such as Senior Ceilidh, Concerts, Musical Shows and Drama productions. There is also an ever-increasing number of trips, to widen the horizons of our pupils.

Our aim is to encourage and support every pupil to achieve their potential and attain not only the highest academic standard that they can, but also to participate in a wide variety of other personal development opportunities to support their academic, vocational and personal development.

In recent years our SQA results have continued to improve. This is due to our emphasis on the development of quality teaching and learning in the school, firmly based on Assessment is for Learning and active learning techniques. We have members of staff who are highly trained in these areas and they support others to deliver ongoing CPD and training. We have a very effective mentoring and support programme which we believe has also impacted on our results. Pupils choose their own mentor from amongst the staff to support them in developing study skills and strategies to improve their work. Many staff also offer supported study and homework help.

All of our school aims are supported by the developments in Curriculum for Excellence which has been an initiative welcomed by our staff since its inception. We have always seen Curriculum for Excellence as an opportunity to improve the education we offer our pupils and at a ministerial visit, staff pupils and parents all confirmed their support for this initiative at Braes High.

The school has a robust sense of community and parents are very supportive. We have a large and effective Parent Council who meet regularly to discuss developments and support us with issues of concern. We have an even larger PTA called FAB! (Friends at Braes!) who not only fundraise but also support us with concerts and shows, charity events, school sports, and offer help in school (such as updating our numerous photograph boards).

Braes High School also prides itself in the opportunities it provides for leadership development; not just for pupils and staff but parents too. We are never short of volunteers to support us and this results in a wide range of extra-curricular events and innovative fundraisers for charity.