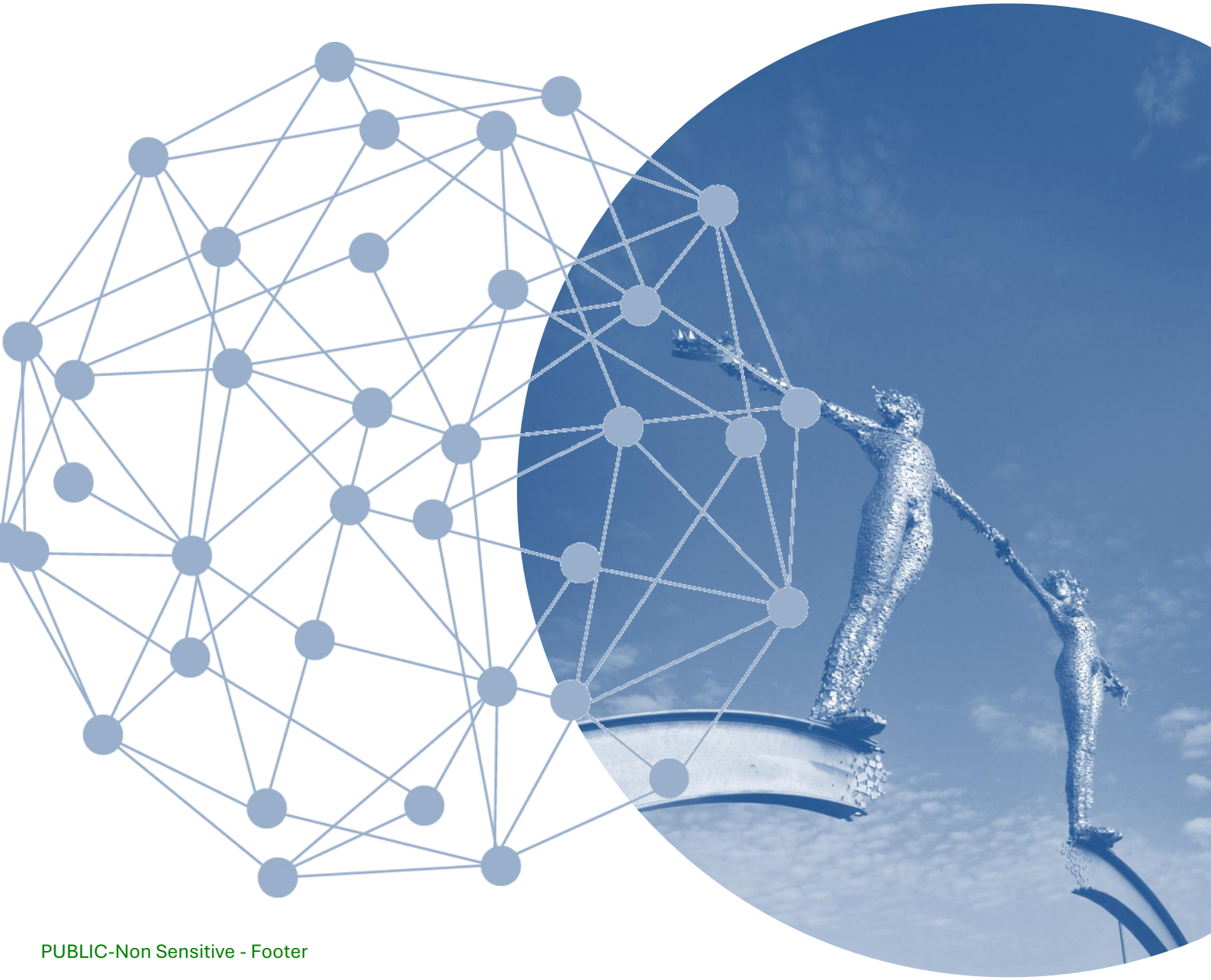
Clackmannanshire Council | Comhairle Siorrachd Chlach Mhanann
www.clacks.gov.uk

Faculty Head of Science – Lornshill Academy £71,694



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Recruitment Process and Key Dates

Apply online at www.myjobscotland.gov.uk. Applications should be submitted online using the forms provided through the myjobscotland portal.

CVs will not be considered.

All applications must be received by 11.59pm on the closing date. Late applications will not be considered.

Your application form should contain sufficient information and evidence to demonstrate that you have the skills and experience required for the post.

KEY DATES

We would ask that you note the dates of the recruitment timetable and ensure you are available to meet the scheduled arrangements.

- Closing date: 29/11/2026

You will be notified by email at each stage of the process. Please ensure that you check your junk/spam as sometime emails from my job Scotland go into there.

We will advise all candidates of the outcome of the recruitment process as soon as possible.

If you are the successful candidate:

(a) You will be asked to submit a completed pre placement health questionnaire so that the necessary medical clearance can be obtained prior to commencement of employment.

(b) We require **two** references. Your reference will be written to after interview. One must be from your current or most recent employer who may be contacted and can comment on your experience and competence for this post. Please state their position in the company / organisation. It would be helpful if you could advise your referees of these arrangements. Please ensure that the email address is correct for them on the application form before submitting as we contact all references by email, as this may delay the manager confirming a start date with you.

(c) You may, depending on the type of post, be required to undergo a PVG/Disclosure check prior to a formal offer of employment being made by Clackmannanshire Council. This is now an online form, which you will be emailed a link and you only have 7 days to complete.

If successful, detailed statements of particulars will be provided to you via email once all satisfactory pre-employments have been received.

Job Profile

This job profile sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Section A	**Grading Section**
Post Title: Faculty Head of Science Initial Location: Lornshill Academy In certain circumstances, during the course of your employment, you may be required to work either on a temporary or established basis at any of the Council's locations, or at other venues as advised, which will be within reasonable travelling distance. Where such a change is proposed this will be managed by a process of consultation. **Reports to post (Title):** Headteacher **Service:** Education **Date last updated:** September 2026 **Date if superseded:**	**Eval Ref:** **Post Number:** **Grade:** PT 6

Section B

ORGANISATIONAL RELATIONSHIP AND EMPLOYEE RESPONSIBILITY

This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. This also describes and responsibility for employees (if any).

HT

DHT(Performance) **DHT(Improvement)** **DHT(Personal Support)** **DHT(Learning)** DHT (Curriculum)

FH Science

Section C
PRINCIPAL PURPOSE AND OBJECTIVES

This section lists the main (headline) responsibilities/accountabilities of the job.

Within Clackmannanshire Education service the job of all Faculty Heads is critical to the development of key priorities and building capacity at all levels within the organisation. The key function is to support and challenge practice to enable the highest quality provision and learning for all young people and families within Clackmannanshire.

The key objective is to build, establish and maintain a leaning culture, enabling all staff to deliver high quality learning experiences that leads to improved outcomes for all young people.

Section D
MAIN DUTIES AND RESPONSIBILITIES

This section provides detail of the main responsibilities/accountabilities. Individual tasks may be included. (Note these are illustrative and are not exhaustive).

The post holder will have responsibility for the welfare, achievement and attainment of the young people within the Science & Sustainability faculty. They will oversee and coordinate their learning pathways to ensure positive outcomes for all.

- **Leadership of Science and Sustainability.**
- **Lead and support all processes and approaches to GIRFEC within the faculty.**
- **Leadership and management of learner pathways within the faculty, including enhanced or alternative curricular provision.**
- **Leading and supporting high quality learning, teaching and assessment.**
- **Raising achievement and attainment for all pupils.**
- **Establishing and maintaining effective lines of communication with pupils, parents, staff and partner agencies.**
- **Manage appropriate data to support identification of patterns and priorities.**
- **Lead the development of staff to ensure continuous professional learning (ERD) and capacity building across the faculty.**
- **Quality assurance and quality improvement of all aspects of faculty working.**
- **Lead and evidence learning for sustainability progression for all young people.**
- **Role model through daily behaviours excellent professional working practice.**

In addition to the Faculty Head role, the post holder would be expected to teach certain classes and to perform such tasks as directed by the Headteacher.

The post of Faculty Head: Science and Sustainability is a highly challenging and demanding role requiring excellent interpersonal and management skills. Including,

- **Establish and maintain a professional working culture.**
- **Teaching assigned classes together with associated preparation and correction time.**
- **Monitoring and tracking the progress of all young people under their care to intervene early and effectively to ensure pupil learning progression.**
- **Supporting and preparing young people for examinations including the associated administration and organisation.**
- **Providing advice and guidance to young people on issues related to their education.**
- **Promoting and safeguarding the health, welfare and safety of all young people.**
- **Working in partnership with young people, parents, staff and other partners.**
- **Undertaking appropriate and agreed continuing professional development (CLPL).**
- **Participating fully in issues related to school planning, raising achievement, attainment and individual review.**
- **Contributing towards the good order and wider needs of the school.**

Section E

KNOWLEDGE, SKILLS AND EXPERIENCE

This section details the knowledge and skills including any qualification, specific training or experience required.

The post holder will have skills and experience in,

Essential Criteria		**Means of Assessment** e.g. Application, Interview, Reference, Certificate
1.	**Working with young people beyond the classroom.**	**Application, Interview**
2.	**Working with and leading the GIRFEC agenda within the faculty.**	**Application, Interview**
3.	**Supporting young people and their needs within and beyond the classroom.**	**Application, Interview**
4.	**Meeting legislative requirements for young people with additional needs.**	**Application**
5.	**Leading and managing alternative educational provision.**	**Application**
6.	**Supporting social and emotional needs and inclusion.**	**Application, Interview**
7.	**Leading, managing and developing staff.**	**Application, Interview**
8.	**Supporting SQA examinations arrangements.**	**Application**
9.	**Building a professional culture.**	**Application, Interview**
10.	**Excellent management and organisational skills.**	**Application, Interview**

Judgements and Decisions

- communicating
- building relationships
- solution-focused approaches to their work
- making decisions and using evidence and information to support and inform their judgements
- debate and dialogue to promote constructive ways of achieving improvement, displaying an awareness of the ethical use of power and authority

The post holder will have,

- relevant teaching experience
- a relevant professional learning portfolio in leadership and management
- a proven track record in raising achievement and attainment

Desirable Criteria		**Means of Assessment** e.g. Application, Interview, Reference, Certificate
1.	**An additional qualification in management and leadership.**	**Application**
2.	**Evidence of effective successful presentation work.**	**Application, Reference**
3.	**Experience of contribution to cross-curricular / IDL programmes.**	**Application, Reference**
4.	**Strong commitment to extra-curricular activities.**	**Application, Reference**
5.	**Evidence of commitment to wider aspects of school life.**	**Application, Reference**
6.	**Evidence of working at a regional or national level.**	**Application**

Section F
WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS
This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions and any specific physical effort.

- Tasks associated with the post should normally be able to be completed within the working week
- Attendance at evening parents' meetings and other meetings such as Award Ceremonies, school and community events is expected.
- Requirement to work under pressure at particular times, usually related to external and internal deadlines, e.g. SQA, compilation of pupil reports, etc.
- Being flexible and adaptable to the needs of the team and the whole school community

Section G
PHYSICAL CO-ORDINATION
This section details the predominant demand for physical skills and co-ordination required to undertake this job. For example: operation of hand tools, keyboard skills, driving and other equipment.

- Tasks associated with the post should normally be able to be completed.

Section H
MENTAL SKILLS
This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

- Problem Solving
- Forward planning and scheduling
- Analysis
- Creativity
- Awareness

Section I
CONCENTRATION
This section details the work related pressures which may make concentration more difficult and also the responsiveness required of the job holder. For example: Service related deadlines, internal/external deadlines, conflicting demands.

- Competing demands in a complex environment.
- Internal and external deadlines.
- Completion of priorities

Section J
COMMUNICATIONS SKILLS AND DEALING WITH RELATIONSHIPS
This section notes examples of the individuals or organisations with whom the post holder will come into regular contact and explains the nature of the communication and level of skill required by the post holder. E.g. dealing with complaints, clients etc.

Internal: Young people, colleagues within the school and service, other council services as appropriate.

External: Parents/Carers, Curriculum and business partners, RIC colleagues, National bodies.

Section K

PHYSICAL ASSETS, DATA AND FINANCIAL RESOURCES

This sections details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data** e.g. computers, record keeping **financial** the direct/indirect responsibilities for financial resources, from handing cash and cheques, through processing invoices and other financial transactions, to accounting for financial resources and budgetary activities.

- All physical assets within the faculty.
- Data collation, recording and analysis.
- Budget, ordering of resources and financing of excursions.

Section L

INITIATIVE AND INDEPENDENCE

This section details the problems which the post holder must deal with in the course of normal working, the decisions which the jobholder is able to take, and the extent to which advice and guidance is available (Note, these are illustrative and are not exhaustive).

- Curriculum and learning experience provision.
- Culture and ethos of the faculty.
- External links to enhance service and provision.

Section M

EQUAL OPPORTUNITIES

Staff are expected to promote equality of opportunity.

As a member of staff you will be expected to uphold and promote the Council's policy commitments to equality and diversity and its legal obligations under the Equality Act as well as ensuring the fair, equitable and non-discriminatory treatment of service users, colleagues and partners.

Section N

HEALTH AND SAFETY

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care of their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and current and appropriate codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and must comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Section O
CLIMATE CHANGE

The Council agrees that climate change is one of the most serious challenges facing its communities and across the world and understands that meaningful action at international, national and local level is required in order to safeguard our planet for future generations. As a member of staff you are asked to uphold and promote the Council's net zero targets and its statutory requirements to reduce greenhouse gas emissions as part of the Public Bodies Climate Change Duty reporting process.