Recruitment Information Pack

Job Title	Head Teacher
Reference No	510.12
Location	Meldrum Primary School
Hours	35 hours
Salary	£78,696
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

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. 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. 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. 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. 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

Job Title	Head Teacher
Reports to:	West Lothian Council – Head of Service (Primary) Lisamaria Purdie
Location:	Meldrum Primary School

Purpose of the job

The Head Teacher will provide effective leadership and management, enabling the school to deliver high-quality education, for all pupils, and to ensure, through the continuous implementation of quality assurance procedures, that the highest standards of achievement and attainment are met.

Job Scope

The Head Teacher has delegated management responsibility as an officer of West Lothian Council to lead the school in the context of legislation, Council policies, procedures, guidance/advice and national and local priorities. In addition, the post holder will contribute, on a collegiate basis, to the development of Council policies, procedures and priorities.

The Head Teacher will work in partnership with pupils, parents/carers, staff, other Council services, external agencies and the local community. The Head Teacher will co-operate within cluster and area arrangements, ensuring effective support and transition. It is expected that the Head Teacher will work with all stakeholders, in a consultative and empowering manner, to set and achieve school objectives, within national and local priorities, and to enable the process of continued improvement.

The Head Teacher will develop, implement, monitor and review effective learning, teaching and assessment policies and procedures within the school, and through these, they will promote an inclusive ethos which enables impactful learning and teaching.

Principal Accountabilities/Key Tasks

The Head Teacher is accountable to the Depute Chief Executive (Education, Planning & Area Services).
As identified in "A Teaching Profession for the 21st Century" Annexe B, the Head Teacher shall be accountable for:

(a) Responsibility for leadership, good management and strategic direction of the school.

(b) Responsibility for school policy for the behaviour management of pupils.

(c) Responsibility for the management of all staff, and the provision of professional advice and guidance to colleagues.

(d) Responsibility for the management and development of the school curriculum.

(e) To act as adviser to the Parent Council and to participate in the selection and appointment of staff for the school.

(f) To promote the career-long professional learning of all staff and to ensure that all staff have an annual review of their development needs.

(g) To work in partnership with parents/carers, other professionals, agencies and schools.

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(a) To manage the health and safety of pupils, staff and visitors to the school premises.

Special requirements:

The post holder must be suitably qualified and possess a wide interest in all aspects of education.

The post holder will be expected to possess vision, leadership qualities of the highest order and the ability to develop and maintain good relationships.

The post holder must be able to evidence the ability to determine and ensure appropriate professional standards through quality assurance.

The post holder must have the ability to work with a wide range of professionals and agencies in supporting pupils with additional support needs, within mainstream placements.

Resource Responsibility:

The Head Teacher will be responsible for the provision of appropriate resources to support effective learning for all pupils and for the good management for the Devolved School Management Budget as delegated by the Depute Chief Executive.

Working Relationships/Contacts:

The post holder will work in direct line management to the Depute Chief Executive and will be supported and challenged by the Quality Improvement Team.

The post holder will act as direct line manager for teaching and support staff within the establishment.

The post holder will work in a collegiate manner with colleague Head Teachers, Education Officers, Quality Improvement Officers and other Council and agency staff.

Qualifications, Skills, Knowledge

The post holder will have significant relevant experience as a teacher and promoted post holder who has achieved the very highest standards. He/she must have a sound knowledge of current national curricular developments and teaching and learning theory and practice. The post holder must evidence a clear ability to implement and evaluate such methodology, through effective self-evaluation and quality assurance procedures.

The post holder must be able to demonstrate his/her leadership ability and have good management, liaison and interpersonal skills, as well as a strong track record of sound decision making and effective communication skills. The post holder should be proactive in ensuring effective engagement with parents and carers, through various means of communication. He/she must also have a professional commitment to maximising pupil progress and attainment and must be able to ensure that effective interventions and supports are in place to meet the needs of all pupils.

Essential Qualifications:

Appropriate teaching qualifications at degree level.
GTC Registration
Previous and relevant leadership and management experience.
SQH or Into Headship (or commitment to achieve within 30 months)

After 1 August 2020, Education Authorities can only appoint the following categories of people as permanent Head Teachers: -

1) People who have achieved the Standard for Headship.

2) People appointed as permanent Head Teachers of a public school, a grant-aided school or an independent school on or before 1 August 2020.

A person who has not yet achieved the Standard for Headship may be appointed as a head teacher, provided the appointment does not exceed 30 months.

Desirable Qualifications:

Appropriate postgraduate qualification.
Educational research experience.

Other Essential Information:

Meldrum Primary School is a welcoming, non-denominational school situated in the Deans area of Livingston. The school sits within the Deans Community High Cluster. The school roll is currently 125 pupils organised into six classes. The current staffing consists of the Head Teacher, 2 part-time Principal teachers, who share this role, and make up 1.0FTE, six class teachers, one Support for Learning teacher and one part-time teacher who delivers specific aspects of the curriculum.

Pupils are well supported by four Pupil Support Workers, working across all stages of the school. Clerical support is provided by one Administrative Assistant. The school runs a free breakfast club and currently around 25-30 pupils attend each day. The school benefits from a mixed catchment area with a Free School Meal Entitlement of around 18%. The school enjoys close links with St Andrew's Church, Deans Community High School and cluster primary schools, helping the school to provide a rich and connected learning experience for children.

The school prioritises positive relationships and wellbeing for all learners. Parents/carers, staff and wider partners work hard to nurture a strong sense of community.

Parents and carers are warmly welcomed in the school. The school values the contribution that parents and carers make, through the Parent Council and other voluntary opportunities.

-To develop a consistent, relational and trauma-informed approach across the school, using insights from *Know Me to Teach Me,* to better understand the needs of pupils, strengthen relationships, and improve engagement, wellbeing and attainment for all learners.

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School priorities for 2026-27:

-To develop a consistent, relational and trauma-informed approach across the school, using insights from *Know Me to Teach Me,* to better understand the needs of pupils, strengthen relationships, and improve engagement, wellbeing and attainment for all learners.

-To support staff to improve the consistency and quality of inclusive and impactful pedagogy to meet learners' needs with a focus on:

- Inclusive and enabling environments, structures and routines.
- Responsive and intentional approaches (differentiation and adaptive pedagogy)
- Inclusion, equity and support.
- Learning through exploration and play.
- Learner voice and agency.
- Reflective practice.

-To provide opportunities for identified staff to enhance their classroom practice, in Numeracy and Maths, through the *Building Thinking Classrooms* approach.

-To raise attainment, by supporting identified learners, through interventions in Literacy, Numeracy and Health and Wellbeing, and through the provision of activities which promote wider achievement and participation.

-To enable all staff to engage in the technical frameworks published by the Curriculum Improvement Cycle and show an increased confidence in their understanding of curriculum making.

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