# Recruitment Pack



# EAST RENFREWSHIRE COUNCIL

# TEACHER OF FRENCH & SPANISH

# ST LUKE'S HIGH SCHOOL

# ERN0XXXX

# EXTERNAL

**CONTENTS**

**Advertisement**
**Job Description**
**Person Specification**

This Recruitment Pack should contain all the information you require to complete your application.

# ADVERTISEMENT

**EDUCATION DEPARTMENT**

| | |
|---|---|
| **POST:** | **Teacher of French & Spanish** |
| **DURATION:** | **Fixed Term until 08 August 2027** |
| **REF:** | **ERN06681** |
| **GRADE:** | **Main Grade** |
| **SALARY:** | **£43,383 - £54,453** |
| **HOURS:** | **35** |
| **LOCATION:** | **St Luke's High School** |

Applicants should be able to demonstrate the necessary skills and experience to teach across the age and ability range and to play an active role in assisting to take St Luke's High School forward within the context of one of Scotland's highest performing local authorities.

**Teachers who apply for a post in a Roman Catholic school are required to seek RC Church Approval at the time of applying for a post. Details on applying for RC Approval can be found here http://sces.org.uk/church-approval**

A link to the General Teaching Council (Scotland) Professional Standards Registration can be found here: GTCS Standards

East Renfrewshire Council has launched a new 15 year Community Planning Partnership vision called 'A Place to Grow'. Please follow this link https://eastrenfrewshire.gov.uk/placetogrow to watch a video and read our full plan which sets out our shared hopes and aspirations between now and 2040 so that East Renfrewshire is a place where everyone can flourish, thrive and grow.

**Please note – all applicants will be asked to provide proof of their right to work in the UK, and any offer of employment will be conditional upon verifying**

**documentary evidence before employment commences. Further information can be found here: https://www.gov.uk/prove-right-to-work**

**Please note East Renfrewshire Council does not provide Visa sponsorship.**

**As an employer, we are committed to promoting and protecting the physical and mental health of all our employees.**

**This post is considered Regulated Work with Children, under the Protection of Vulnerable Groups (Scotland) Act 2007. It is an offence to apply if you are barred from working with children. In addition to this, if you have lived or worked in any country outside the UK in the past 10 years, there may be a requirement for an overseas police check.**

**Recruitment Dates**

**Closing date for applications: midnight on Sunday 22 November 2026**

**Shortleet date: 26 November 2026**

**Interview date: 08 December 2026**

If you would like an informal discussion about the post, please contact Christine Downie, Head Teacher, on 0141 577 2400 (No agencies please).

## Recruitment Communication

As you are applying for this post on-line you will receive an automatic e-mail receipt once you have submitted your form.

You should also note that all communication will be sent electronically to the email address you provide on your form. This can include the following:

- Email notification advising of outcome of shortlisting
- Invite to interview email
- Conditional offer email
- Full employment contract

Given the nature of the above correspondence you should ensure that the email address you provide is secure and relevant (i.e. not public or work related if possible)

## Payslips

The council provides electronic payslips online through our employee self-service portal. Successful applicants will be provided with a login to the self-service portal to access their payslip.

## Disability Confident

If a disabled applicant can clearly show in their application that they meet the essential criteria for the job (as shown in the person specification) they will be given the opportunity to demonstrate their abilities at interview.

## Equalities

East Renfrewshire Council is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

We offer a range of family friendly, inclusive employment policies, and employee benefits to support staff from different backgrounds.

East Renfrewshire Council has committed to implement the key recommendations of the Scottish Parliament's Equalities and Human Rights Committee's Race Equality, Employment and Skills: Making Progress report.

## Privacy Notice

If you would like more information about how we handle your data please read our Privacy Notice which can be found here:
https://www.eastrenfrewshire.gov.uk/hr-privacy-notice

# JOB DESCRIPTION

## RESPONSIBILITIES

The duties of staff covered by SNCT are outlined in Part 2: Section 2 of the SNCT handbook.

Subject to the policies and practice of the school and the Council, the duties of teachers are to:

(a) manage and organise classes through planning and preparing for teaching and learning;

(b) assess, record and report on the work of pupils' progress to inform a range of teaching and learning approaches;

(c) prepare pupils for examinations and where required, assist with their administration;

(d) contribute towards good order and the wider needs of the school;

(e) develop the school curriculum;

(f) contribute to the school and council planning and improvement processes, and

(g) maintain and develop knowledge and skills and contribute to the professional development of colleagues including probationary and student teachers.

## KEY DUTIES ASSOCIATED WITH AREAS OF RESPONSIBILITY

### Curriculum

It is expected that, within the guidelines of the authority and within each school's framework for the delivery of the curriculum, all teachers will undertake, individually, and collaboratively as appropriate, duties allocated from the following list:

- Teach assigned classes;
- Use a range of learning data including assessment to improve teaching, learning and attainment of pupils;

- Plan coherent and progressive teaching programmes that match pupils' needs and abilities;
- Use the results of assessment to evaluate, set and maintain targets to meet the seven design principles of Curriculum for Excellence;
- Report to parents/carers on pupil progress, and
- Contribute to the continuous cycle of improvement in your department/curricular area/stage/subject to improve outcomes for pupils.

**Care and Welfare**

It is expected that, within the guidelines of the authority, and within each school's framework for the care and welfare of pupils, all teachers will undertake, as appropriate, duties allocated from the following list:

- Maintain and promote positive behaviour and relationships;
- Placing the human rights and needs of every pupil at the centre of education;
- Adhere to child protection and safeguarding guidance;
- Promote pupils health and wellbeing in line with local and national guidance, and
- Contribute to effective transitions;
- Engage with relevant information to support the needs of pupils

**Collegiate Duties**

It is expected that all teachers will undertake, as appropriate, collegiate duties as contained in each school's Working Time Agreement.

**Allocation of Duties**

Teachers are accountable, through appropriate line managers, to the Head Teacher/Head of Establishment and, in turn, to the Director of Education.

Each teacher's line manager will determine the particular duties that they will carry out, which may vary, as required.

Teachers will undertake such other duties commensurate with the role as delegated by the line manager, Head Teacher/Head of Establishment or Director of Education.

Such duties must be capable of being undertaken within contractual time, consistent with Working Time Agreements and with due regard to workload.

# PERSON SPECIFICATION

| Category | Essential/ Desirable | Method of Assessment |
|---|---|---|
| **Qualifications –Essential** | | |
| General Teaching Council for Scotland (GTCS) registration (Primary or required Secondary Subject) | Essential | Application Form |
| Roman Catholic Approval (RC school only)<br>Roman Catholic Teaching Certificate (Teacher of RE RC Secondary Schools only)<br>Jewish Council Board approval (Calderwood Lodge School only) | Essential<br>Essential<br><br>Essential | Application Form<br>Application Form<br><br>Application Form |
| **Qualifications-Desirable** | | |
| Other relevant qualifications | Desirable | Application Form |
| **Professional Values and Commitment** | | |
| Demonstrates commitment to the professional values in relation to Social Justice, Trust and Respect and Integrity *(GTCS Standard for Registration 1.1; 1.2)* | Essential | Application Form/Interview |
| Demonstrates a professional commitment to learning and learners *(GTCS Standard for Registration 1.3)* | Essential | Application Form/Interview |
| Evidence of contribution to the ethos and culture of the school | Desirable | Application Form/Interview |
| **Professional Knowledge and Understanding** | | |
| Demonstrates a depth of knowledge and understanding of Curriculum and Pedagogy *(GTCS Standard for Registration 2.1)* | Essential | Application Form/Interview |
| Demonstrates a depth of knowledge and understanding of Professional Responsibilities *(GTCS Standard for Registration 2.2)* | Essential | Application Form/Interview |
| Demonstrates experience of creating opportunities and processes that allow the active engagement of other professionals, staff, and parents | Desirable | Application Form/Interview |
| Evidence of contributions to interdisciplinary learning. Demonstrates a knowledge of interdisciplinary learning and its contribution to a modern curriculum. | Desirable | Application Form/Interview |
| **Professional Skills and Abilities** | | |
| Demonstrates professional skills and abilities in relation to Curriculum and Pedagogy *(GTCS Standard for Registration 3.1)* | Essential | Application Form/Interview |
| Demonstrates professional skills and abilities in relation to The Learning Context *(GTCS Standard for Registration 3.2)* | Essential | Application Form/Interview |
| Demonstrates professional skills and abilities in relation to Professional Learning *(GTCS Standard for Registration 3.3)* | Essential | Application Form/Interview |

| | | |
|---|---|---|
| Evidence of using digital resources to meet the needs and abilities of learners | Desirable | Application Form/Interview |
| Demonstrates experience of using the environment and resources outside the classroom and school to support teaching and pupils' learning | Desirable | Application Form/Interview |
| **Other** | | |
| Demonstrates good communication skills including the correct use of English grammar, punctuation and spelling. | Essential | Application Form |
| Demonstrates engagement in professional learning at school level or beyond | Desirable | Application Form/ Interview |