

Employment Package

Salary: £43,383 - £54,453 Per Annum, Pro Rata

Distant Islands Allowance: £2,997 Per Annum, Pro Rata

Employee Benefits

- 40 days annual leave per annum (Pro Rata)
- Scottish Teachers Pension Scheme
- Generous Maternity, Paternity and Sick pay benefits
- Comprehensive induction
- Employee Assistance Programme

We are a Living Wage Employer

PEF Teacher, Gaelic Medium, Western Isles Schools

Job Purpose

The purpose of this post is to support raising attainment through early intervention as part of the School's Pupil Equity Plan.

The purpose of this post is to contribute to overall school effectiveness in respect of the following areas:

(a)Curricular

(b)Care and welfare

(c)Collegiate

(d)Professional development.







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Job Description

Job Title:	PEF Teacher, Gaelic Medium	**Job Number:**	Various
Department:	Education & Children's Services	**Grade:**	CST
Location:	Western Isles Schools	**Date:**	2026
Responsible To:	Chief Officer for Education & Children's Services; in the first instance to the Head Teacher		

Job Purpose

The purpose of this post is to support raising attainment through early intervention as part of the school's Pupil Equity Plan. The purpose of this post is to contribute to the overall effectiveness of the school in respect of the following areas:

(a)Curricular
(b)Care and welfare
(c)Collegiate
(d)Professional development

PEF Teacher

A Outline Duties and Responsibilities

Subject to the policies of the school and the education authority the duties of teachers are to perform such tasks as the headteacher shall direct having reasonable regard to overall teacher workload related to the following categories:

1 Teaching assigned classes together with associated preparation and correction.
2 Developing the school curriculum.
3 Assessing, recording and reporting on the work of pupils.
4 Preparing pupils for examinations and assisting with the administration of examinations.
5 Providing advice and guidance to pupils on issues related to their education.
6 Promoting and safeguarding the health, welfare and safety of pupils.
7 Working in partnership with parents, support staff and other professionals.
8 Undertaking appropriate and agreed continuing professional development.
9 Participating in issues related to school planning, raising achievement and individual review.
10 Contributing to good order and the wider needs of the school.

B Key duties associated with job purpose.

Teachers are accountable, through appropriate line managers, to the Headteacher, and in turn to the Director for Education, Skills & Children's Services. Following a process of consultation, each teacher's line manager will determine the particular duties to be carried out. These may vary as required depending on the nature of the school, and the number of teachers in each sector/subject area.

The allocation of duties will have regard to teacher workload and must be capable of being undertaken within contractual time.

KEY AREA	DUTIES
Curricular All teachers will undertake duties allocated within each school's	• Teach assigned classes • Maintain classroom discipline and promote positive behaviour

framework for the delivery of the curriculum, as exemplified.	• Ensure pupil health and safety • Plan coherent and progressive teaching programmes that match pupils' personal learning needs and abilities • Develop teaching and assessment materials • Set and maintain targets and the pace of work for all pupils • Prepare pupils for internal and external assessments • Participate in/organise the administration of internal and external assessments • Use the results of assessment to evaluate and improve teaching, and the learning and attainment of pupils • Record, monitor and report on pupil progress • Meet with parents/carers to review pupil progress and ongoing educational needs • Participate in/organise the effective running of sector/curricular area/subject/department • Participate in development planning, evaluation and quality assurance processes.
Care and Welfare **For assigned classes and, if appropriate, register groups,** all teachers will undertake duties allocated within each school's framework for the care and welfare of pupils, as exemplified. Guidance duties in respect of pupils with complex needs and/or who display seriously challenging behaviour will be undertaken by colleagues with particular responsibilities for such pupils.	• Provide advice related to care and welfare for allocated pupils • Monitor and take appropriate action in relation to routine aspects of the attendance, behaviour and progress of these pupils • Communicate with parents/carers, as appropriate • Contribute to the planning and transfer of pupils across transitional stages.
Collegiate All teachers will undertake duties of a collegiate nature within the school's framework for collegiate activities, as exemplified. These may be undertaken on an authority/cluster/ whole school/ stage basis, and in the sector/curricular area/ subject/ department of each teacher.	• Engage in the process of curriculum development in collaboration with colleagues • Work in collaboration with other professionals • Engage in the planning, development and implementation of policies • Participate in the induction of new colleagues**.**
Professional Development All teachers will undertake professional learning and development within the school's development framework and as agreed with the Headteacher or designated line manager**.**	• Fulfil contractual obligations in relation to continuing professional development. • Participate in the annual professional development and review process. • Undertake appropriate and agreed continuing professional development.

C General Responsibilities

1 Ensuring that all duties or responsibilities are performed in a safe manner so that no risk to health or safety arises to yourself, any other employee or member of the public.

2 Ensuring that you comply with the Council's Non-Smoking at Work Policy.

3 Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency and effectiveness of the service.

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Person Specification

THIS FORM LISTS THE ESSENTIAL AND DESIRABLE CRITERIA REQUIRED. APPLICANTS WILL BE LEETED ON THE BASIS OF MEETING THE CRITERIA. PLEASE ENSURE YOU COMPLETE YOUR APPLICATION FORM CONSIDERING THE CRITERIA BELOW.

POST TITLE: PEF Teacher, (Gaelic Medium) **POST NUMBER:** Various

CRITERIA		ESSENTIAL		DESIRABLE
Knowledge	E1	Firm grasp of primary curriculum		
	E2	Familiar with developments in Primary education		
Skills and Abilities	E3	Manage and organise classes through planning and preparing appropriately for teaching and learning	D1	Willingness to assist with curriculum development
	E4	Creates a stimulating and orderly classroom environment	D2	Has advanced competence in ICT and uses ICT for teaching and learning
	E5	Effective in delivery of teaching and learning for children of all ability levels and stages	D3	Willingness to lead/develop extra curricular activities
	E6	Applies appropriate strategies for promoting positive behaviour and has good classroom management skills		
	E7	Assess, record and report on the work of pupil's progress to inform a range of teaching and learning approaches.		
	E8	Competence in information and communication technology and uses ICT for enhancing teaching and learning		
	E9	Communicates clearly both orally and in writing		
	E10	Works well as part of a team and is willing to be involved in whole school initiatives		
	E11	Engagement in self-evaluation		
	E12	Contribute to the school planning and improvement processes		
Education/ Experience	E13	Appropriate degree /diploma in Primary teaching	D4	Experience of involvement in whole school activities
	E14	Firm grasp of principles of teaching composite classes	D5	Experience of teaching composite class
Other Factors	E15	GTC Registration in Scotland		
	E16	Fluency in Gaelic		