Person Specification for the position of

Primary Headteacher

Carntyne Primary
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Glasgow CITY COUNCIL

Carntyne Primary School: School Profile

Carntyne Primary School is a non-denominational, co-educational school which is part of Smithycroft learning community.
Our school, situated in the Carntyne area of Glasgow, was re-built in 2019. It is a modern building over two floors. The school is at the heart of a very close community with many parents and grandparents being former pupils of the school in the old building on the same site.
Our premises consist of 13 teaching classes, one Inclusion room, one expressive arts room, a library area and a dining room/gym hall which is used for school assemblies, PE and Drama. We also have a vast outdoor area which has a MUGA, slides and story telling area.
Our school is currently at full capacity. Approximately 45% of pupils are entitled to Free School Meals. The school is surrounded by a mixture of rented accommodation and owner-occupied housing.

The Staff

This session the staffing complement is 18 FTE. This is made up of 16 teachers including two Principal Teachers (class committed), one Depute Headteacher and a Headteacher. We also have an Acting Principal Teacher funded through PEF (Pupil Equity Fund). The non-teaching staff consists of 2 Clerical Assistants, 9 Support for Learning Workers and one Health & Wellbeing Worker. There is also a Janitor, Catering and Cleaning staff.

Partnership

There is a very supportive Parent Council who help organise activities throughout the year. There are a number of opportunities for parents to assist and become involved in the learning and education of their children. Partnership between the home and the school is regarded as an important part of the education of our children.
Carntyne Primary School offers a wide range of extra-curricular learning opportunities and access to after-school clubs. We strive to enrich our children by regularly visiting the environment beyond the school. Learning in and out of school is a key element of our programmes of study. We always participate in sporting activities, events and competitions, often with success!
Links with the local nurseries, primary schools and Smithycroft Secondary School are particularly strong within our learning community.

Our School Aims

At Carntyne Primary School we aim to 'Open **the door to success, come in and SHINE at Carntyne,'** by providing high quality learning and teaching throughout a broad and relevant curriculum. We believe the development of the whole child to be vital.

We do this through our work on our school values of:

- Respect
- Honesty
- Inclusion
- Kindness
- Resilience

Person Specification: Headteacher (Primary)

Reports to	**Area Head of Service**
Reference Number	As Advert
Grade	As Advert
Hours	As Advert
Status	As Advert
Location	As Advert
Closing Date	As Advert
Interview Date	To Be Confirmed

Duties and Responsibilities of Headteachers

Key Area	General responsibilities and duties
Strategic Vision, Values and Aims	To act as the leading professional in the school and as an officer of the local authority. To provide appropriate vision, leadership and direction to ensure high standards for all the children in their care so they become successful learners, confident individuals, responsible citizens and effective contributors. Responsibility for the leadership, good management and strategic direction of all staff responsible for supporting the learning and pastoral care of children. To build capacity by developing leadership in others. To effectively contribute to local authority initiatives in a leadership capacity.
Leading Teaching and Learning	To provide effective leadership and management of the overall curriculum, ensuring that school based decisions are in accordance with the general principles of good curriculum design outlined in Curriculum for Excellence. To ensure that the highest quality of teaching and learning takes place.
Leading Quality Assurance and School Improvement	Leading and managing the development, promotion and implementation of the school's arrangements for self evaluation and overall school improvement. To make best strategic and operational use of available resources to create maintain and monitor an appropriate learning environment for effective learning and teaching and to support continuous improvement. To take due account of audit, child safety, health and safety requirements, human resource management and other legislative and policy requirements in relation to public service and public spending.

Duties and Responsibilities of Headteacher (Primary), cont'd

Leading and Promoting Positive School Ethos	To promote an ethos of care, achievement, respect and inclusion, a safe, efficient and effective learning environment. To ensure high standards of behaviour and attendance and a culture of challenge and support to enable children and staff to achieve success and become engaged in their own learning. To work within the structure of employment legislation, national and local agreements and policies governing employment.
Leading Pupil Support Strategies	To develop strategies and procedures to promote inclusion. To ensure equality for all. To develop strategies and procedures to effectively implement Additional Support Legislation
Leading Partnership Working and Building Capacity	To engage with those in the school community and beyond in building a community which supports achievement and attainment. Liaising with external agencies to support children and staff in developing a safe, nurturing and happy school. Promote partnership working with professional and support staff, parents/carers and appropriate agencies.

Person Specification: Headteacher (Primary) cont'd

Subject/Stage

ESSENTIAL	DESIRABLE
Qualifications	
GTC Standard for Full Registration. Additional qualifications or professional recognition such as Into Headship or Standard for Headship.	
Leading Learning in Glasgow	
Significant experience of working in a promoted post or equivalent. **Involvement in developing a school in terms of vision, values and aims**. **Teaching experience across P1-7 stages.** **Significant involvement in promoting and achieving an ethos for effective learning.**	Experience of working with an authority or national strategy group. Experience of leading a curriculum initiative at local or national level, for example secondment.

Sound knowledge of current local and national initiatives. **Significant experience of leading and managing major curriculum change.** **A ranger of evidence of inspiring and motivating others.** **A range of evidence of managing resources to effectively provide quality learning experiences for all.**	

ESSENTIAL	DESIRABLE
Raising Attainment and Achievement in Glasgow	
Significant evidence of raising standards of attainment and improving the overall quality of learners' achievements. **Demonstrate commitment to ensuring that education of the highest standard is delivered to all pupils.** **Experience of leading staff development to enhance school performance.** **Experience of leading priorities in School Improvement Plans.** **Demonstrates a range of experience in the management of quality assurance processes to improve outcomes for learners.**	Experience of leading initiatives in the learning community that have improved outcomes for learners. Experience of working with an authority or national strategy group.

Subject/Stage

ESSENTIAL	DESIRABLE
Supporting Glasgow's Learners	
Can demonstrate significant experience of the primary curriculum, learning and teaching and meeting the needs of all learners including those with additional support needs. **Significant experience in planning, organising and co-ordinating major school issues.** **A range of evidence of working in partnership to improve outcomes for learners.** **Evidence of supporting colleagues to meet the needs of all learners including those with additional support needs.**	Experience of an additional supports needs whole school remit. Experience of working with an authority or national strategy group within ASL.

Significant experience of leading staff development to meet school and individual needs.	
Working Together in Glasgow	
Experience of developing partnerships with children, parents/carers, outside agencies and the wider community.	Significant experience of developing partnerships with children, parents/carers, outside agencies and the wider community.
Demonstrate an ability to promote effective teamwork and partnerships.	
Significant experience of good communication in planning, organising and coordinating school activities.	
Evidence of relevant skills in managing people, policy development, planning and resources.	

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