Recruitment Profile

Post number	11365
Position title	Headteacher
Grade	Point 12
Department	People
Location	Eyemouth High School
Salary/Rate of Pay	£95,328 per annum
Hours of work	35
Weeks per year	52
Number of staff responsible for	TBC
Reports to post number	Quality Improvement Manager
Registration requirements	GTC Scotland
Drivers Licence required	N/A
Contract status	Temporary
Contract end date	14th February 2027
Reason for temporary vacancy	
Disclosure status	PVG Children
Political restrictions	N/A
Role profile number	N/A
Business World post status	Permanent
Work pattern	35 hours per week
Vacancy number	SBO10559
Closing date	03/12/2026

Role purpose

PURPOSE

To provide strategic leadership and direction of the school, ensuring high quality learning, teaching assessment and raise attainment and achievement for all learners. As a leader of the school community, uphold the values and strategic priorities of Scottish Borders Council policies set by the education authority under the overall direction of the Service Director, Education and Lifelong Learning and deliver continuous improvement in line with national and local priorities, including Curriculum for Excellence, the National Improvement Framework and GIRFEC.

You will be an inspirational leader who models the highest professional standards, fosters a culture of inclusion and ambition and works collaboratively with learners, staff, parents, partners and the wider community to secure excellent outcomes for all learners

PRINCIPAL DUTIES

TO LEAD AND MANAGE LEARNING AND TEACHING:

• ensure that the school operates in accordance with the general principles outlined in ‘A Curriculum for Excellence’ and ‘How Good is Our School?’
• develop a culture of respect and positive relationships, creating an appropriate ethos and setting high expectations for all within the school community
• support and encourage good practice in teaching and learning, building a culture of excellence and high performance
• establish and sustain a learning community, applying up to date knowledge and understanding of research in learning and teaching and its implications for improving practice

• rigorously monitor and evaluate the quality of continuous school improvement
• model good practice in all interactions with pupils, including through direct engagement in pupils' learning experiences
• provide pastoral care for all pupils embracing the principles of inclusion and cultural diversity

TO LEAD AND DEVELOP PEOPLE:

• apply knowledge and understanding of leadership concepts and practice, and of strategic and operational management
• demonstrate a clear commitment to collegiality; developing, empowering and supporting effective teams and individuals encouraging leadership at all levels
• review CLPL needs, career development and performance of all staff through the Professional Review and Development (PRD) system
• recruit and select staff working within the structure of employment legislation, national and local agreements and policies governing employment
• promote and ensure equality and fairness in school life, complying with legislation, including the race equality policy
• create, maintain and improve effective working relationships with all those involved with the school and community, working proactively to resolve any issues arising

TO LEAD CHANGE AND IMPROVEMENT:

• apply knowledge and critical understanding of contemporary developments in education policy at local and national level
• create a strategic shared vision and aim for the school, which inspire and motivate children, staff and all members of the school community
• build and maintain excellent practice throughout the school promoting constant improvement in the quality of pupil experience
• apply knowledge and understanding of contemporary developments in society (including trends and changes in family and work patterns), in the environment and in the wider global community
• use whole school quality assurance strategies to evidence the need for and effectiveness of change
• demonstrate personal commitment to continuous improvement through rigorous self evaluation and improvement planning
• encourage creativity and flexibility in the change process, ensuring that all staff take full responsibility for whole school improvement
• work collaboratively with other services and agencies involved with children and their families to effect improvement in learning

USE RESOURCES EFFECTIVELY:

• make best strategic and operational use of available resources, actively seeking funding streams to enhance school resources
• negotiate and secure agreement for budgets with school staff focusing on economic, efficient and effective use of public funds
• integrate the budget plan with school improvement and staff development plans
• take full responsibility as budget holder for financial and resource management, ensuring that SBC financial regulations are adhered to
• monitor and evaluate the use of the full range of resources, including staff, to support implementation of school policies

• create an effective learning environment through appropriate staff deployment delegating tasks to members of the management team and other staff

BUILD COMMUNITY:

• develop and maintain positive partnerships with parents, children, other services and agencies to embrace the agenda of lifelong learning
• maximise joint working with local community groups, building on the principle of interdependence of school and community
• demonstrate commitment to the intellectual, spiritual, physical, moral, social and cultural wellbeing of children and their families
• enact a key role in the locality team, fully embracing the integrated children's services approach
• create a culture of respect and inclusion and a common commitment to the broader community
• ensure that high quality liaison and consultation take place within effective structures, to the benefit of pupils and partners.

Why work for Scottish Borders Council?

• We are committed to delivering high quality professional learning and investing in leadership development
• Our Inspire Learning programme ensures access to the best digital learning in Scotland
• The opportunity to work in an empowered cluster model and to shape and contribute to strategic improvement
• Living in the Borders offer an exceptional quality of life, combining the best or rural living and small town living with excellent connectivity to Edinburgh and beyond.

OTHER DETAILS
This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required by the Director of Education & Lifelong Learning to meet the needs and responsibility of the Service and the Council.
"Note: The salary/pay grading of all administrative, professional, technical, clerical and manual posts is under review as part of the implementation of the Single Status Agreement covering Scottish Local Authorities. The Single Status Agreement may also result in changes to terms and conditions of employment following negotiation with the trade unions."

Person specification		
Criteria	**Essential**	**Desirable**
Education, qualifications and training	• A degree in a relevant subject. • A Post Graduate Certificate in Secondary Education. • Full Registration with the General Teaching Council (of Scotland) or an assurance from GTC that full registration would be forthcoming. • A qualification in education leadership, such as Into Headship or	• Accreditation in management development from a higher education institute unless the candidate already has evidence of substantial successful experience in a senior promoted post

	equivalent or a commitment to achieve this within the required timescale	
Skills, knowledge and competences	• Thorough understanding of the roles of self-evaluation, school improvement planning and standards and quality reporting in achieving excellence • Thorough understanding of legislative and policy frameworks governing education at local and national levels • Knowledge and understanding of current relevant educational research • Understanding of the principles and practices in relation to leadership and leading change • Highly developed organisational skills, including effective delegation and staff deployment strategies • Strong team-building skills, focusing on enabling leadership at all levels within the staff group • Proven ability to consult effectively with a wide range of people within the school and community • Strong evidence of very good interpersonal skills • Knowledge of the integrated services approach and skills in working closely with a variety of agencies	• Previous experience of working in an inter-agency setting • Experience in leading digital learning which enhances pedagogy
Experience	• Successful experience of leading self-evaluation and school improvement planning activities. • Successful experience of monitoring and evaluating the quality of teaching and learning in colleagues' classrooms. • Experience of managing challenging behaviour within an positive relationships approach • Robust experience of managing inclusion at class, stage and school level. • Management involvement in CPD and PRD programmes (e.g. as reviewer). • Proven track record in working effectively with parents, pupils, staff and the community.	• Successful experience as a senior member of a secondary school management team. • Experience in controlling school budgets • Experience of leading Local Authority developments. • Experience of working co-operatively with your Local Authority in a corporate manner.
Other	• Self-awareness • Ability to inspire and motivate others	

	• Effective communication, both verbal and written • Empathy and active listening • Approachable manner • Clear articulation of vision and ideas • Political insight • Enthusiasm and passion for learning • Personal commitment to education and creating a positive learning environment • Confidence in decision-making • Resilient and adept at managing workload and stress	

Driving Licence - Where it is an essential requirement for this post to hold a current driving licence. Note: If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role.

HEALTH & SAFETY STATEMENTS

To ensure the effective management of health & safety within the area of responsibility, for employees and anyone else affected by the work activities, through the implementation and compliance with health & safety policies, procedures and arrangements.

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required by the Workforce Planning & Development Manager to meet the needs and responsibilities of the Service and the Council.

Equality – Ensure that all work and outputs comply with and promotes equal opportunities and diversity.

Supervisory or Managerial posts only - Ensure that HR systems are in place for reporting management information and making recommendations for any corrective action necessary.

Equal Opportunities - Scottish Borders Council is committed to improving the diversity of its workforce to better reflect the communities we serve. We welcome applications from all minority groups and individuals who identify with one or more of the protected characteristics as defined by the Equality Act 2010. In particular from candidates who assess themselves as having a disability, under the Disability Confident Employer scheme this guarantees an interview to those individuals who meet the essential criteria of the post. All appointments will be made on merit.

Digital Innovation & Solution Focused Statement
Scottish Borders Council is committed to excellence and continuous improvement through the transformative power of digital solutions reinforcing our commitment to excellence, sustainability, enhancing our work practices and enriching our support to the community. As digital innovation evolves, our organisation is dedicated to integrating these advancements in a manner that aligns with our core values and strategic objectives.
All roles across the Council will actively seek and implement the latest digital solutions and technologies that can improve efficiency, productivity, and the quality of our services. Training will be provided, to ensure staff are proficient in utilising new technologies, fostering a culture of continuous learning and adaptability.

Please note priority will be given to staff on the deployment/redeployment list who meet the essential criteria of the post.

Please note that applicants who have received early retirement/voluntary severance from Scottish Borders Council will not be considered.

TEMPORARY POSTS
If at a later date a temporary post becomes permanent, it will be at the discretion of the Department's management team to confirm the post holder as permanent without readvertising.

PRE EMPLOYMENT CHECKS
Essential

- Confirmation of Right to Work in the UK **- (All posts)**
- Level 1/Level 2/PVG Registration Disclosure Check - ***(PVG/Disclosure posts only)***
- References - ***(All posts***)

- Confirmation of qualifications required to meet the essential criteria on the person specification **- (All posts)**

Right to Work in the UK - To ensure that you are eligible to work in the UK, we will require the following documentation:

- A Passport showing you are a British/Irish Citizen.

  OR

- A British Birth/Adoption Certificate along with an official document containing your name and permanent National Insurance number

For all other nationalities

- Settled status code

  OR

- Immigration status document, for further information visit Apply to the EU Settlement Scheme (settled and pre-settled status) - GOV.UK (www.gov.uk)

Please note that a Short Birth Certificate and a Driving Licence are not sufficient to show your entitlement to work in the UK.

OTHER DETAILS

Disclosure/PVG Registration

Under the Rehabilitation of Offenders (Exclusion and Exceptions) (Scotland) Order 2003 to the 1974 Rehabilitation of Offenders Act (ROA) Scottish Borders Council are entitled to ask "exempted questions" that require applicants for certain positions to reveal their full criminal history.

This means that all details of criminal convictions, whether they are spent or not, must be disclosed to help the recruiting manager assess the person's suitability for a position of trust.

Disclosure

These "excepted professions" are set out in the Exceptions Order and include:

- certain professions in areas such as health, pharmacy and the law;
- senior managers in banking and financial services;

PVG Registration

Certain posts are considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by Scottish Borders Council.

PVG/Disclosure Process

After the application is processed you will receive an email with a secure link to view the disclosure. You must share this with us to progress the recruitment process.

Teacher Posts in Catholic Schools

Certain posts are in a denominational school therefore candidates must seek Catholic Church approval when submitting their application for these posts. You should apply for RC Church approval at the same time as submitting your application form. Guidance and the relevant forms can be obtained at www.sces.uk.com/approval.html.

Political Restrictions

Certain posts within Scottish Borders Council will be deemed Politically Restricted. If you are appointed to such a post the Local Government Officers' (Political Restrictions) Regulations 1990 provide that your terms and conditions of employment are deemed to incorporate additional provisions set out in the Schedule to the Regulations, a copy of which can be obtained from HR. Full details of restrictions will be provided in your application pack if you are applying for a Politically Restricted post.

**** From 1 April 2026 a Scottish Local Government Living Wage Rate of £13.52 per hour has been agreed. All employees recruited on a salary/wage less than the SLGLW rate shall receive a payment additional to their salary/wage in order that they are paid at the rate of £13.52 per hour. The additional payment shall count as pensionable earnings and be subject to deduction of tax, national insurance and pension where appropriate.