



Livingston James



POSITION PROFILE

Head Teacher –
Saltersgate School



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Midlothian Council serves the fastest growing population in Scotland, currently estimated at approximately 93,000. It is predicted to rise to 99,000 by 2027, in a geographical area of 35,527 hectares.

At Midlothian Council we are relentless in our pursuit of delivering excellence to our communities. We work hard to be a high performing, customer focused, modern local authority with valued, talented people working together to make a difference and to fulfil the Council's vision of being a 'Great, Green Place to Grow'.

This vision will be delivered through five key strategic priorities:

- Empowered, Inclusive, Resilient and Safe Communities
- All children, young people, adults and communities in Midlothian are supported to be the best they can be
- Health and Social Care Transformation
- Accelerating Inclusive Growth
- Carbon Neutral by 2030



We are currently embarking on a transformational programme focused on building skills and capability across the Council. Embedding and scaling new ways of working and developing cross organisational continual improvement approaches, we are also focused on driving forward action at pace whilst responding quickly to emerging challenges and opportunities.

At Midlothian Council we have developed five core people values. These values drive and influence everything we do, every day in Midlothian Council.

- Celebrate: Recognise, celebrate and share all our achievements
- Respect: Respect each other's differences in a culture of trust and flexibility
- Excellence: Make the most of opportunities to develop ourselves and our teams to provide excellent services
- Support: Lead by example and be approachable and supportive of each other
- Together: Work together to make a difference for Midlothian

These values are key to Midlothian Council's culture, helping us improve the way we work and make a difference to the communities we serve.



And the future is exciting as well as impressive...

Currently, and over the coming years, there will be significant capital spend within Midlothian to deliver the following amazing projects:

- £10.5m investment in our Equipped for Learning (EfL) Programme providing every child of school age with a digital device and associated support. Over 14000 digital devices are now in the hands of our learners and our Digital Inclusion & Learning Team is now delivering Phase 2 of the Project to ensure digital technology has a positive impact for children and young people.
- A wide-ranging school building, extension and refurbishment programme, including proposals for new Centres of Excellence STEM and Health and Social Care to enhance learning and career pathways for young people across the county.
- New specialist ASN provision to meet the varying needs of children and young people

Saltersgate School

Saltersgate School is situated within the Dalkeith Schools Community Campus and has capacity for around 100 children and young people with a wide range of additional support needs. The school is a non-denominational primary and secondary school whose catchment area extends to the whole of Midlothian.

Focused on driving forward the entitlement and expectation of Excellence and Equity for all pupils with a clear commitment to Inclusion and Equality, the school's vision is to deliver a curriculum that is purposeful, sustainable and enjoyable for all pupils and equips each young person with skills for life, learning and work. The school also aims to maximising potential regardless of social background or learning needs, thereby developing the knowledge, understanding and attributes they will need to flourish, succeed and be happy in life, learning and future destinations.

The school values, that underpin all activities, are :

- We respect everyone unconditionally
- We value what we can do together
- We use creative approaches to take on what comes with each and every day
- We strive to achieve all that we can

The school leadership team consists of a Head Teacher, two Depute Head Teachers, and four Principal Teachers. The school team consists of teaching staff, support staff and a range of health professionals including Nurses, Occupational Therapists, Physiotherapists and Speech and Language Therapists.



The role of the Head Teacher is, within the resources available, to conduct the affairs of the school to the benefit of the pupils and the community it serves, through pursuing objectives and implementing policies set by the education authority under the overall direction of the Executive Director, Children, Young People and Partnerships.

Providing professional and systems leadership for Saltersgate School and promoting the highest possible standards in order to maximise the levels of achievement for all pupils in a caring and enriching environment, key priorities of the role include:

- Build on the shared vision and ethos of the school, continuing to think creatively to push the possibilities of the educational provision in order to maximise potential for all our community;
- Build and maintain strong and positive relationships, demonstrating a positive attitude, with all members of the school community;
- Overseeing an improvement in attainment, particularly in literacy and numeracy, whilst also closing the attainment gap between the most and least disadvantaged children and young people
- Placing the human rights and needs of every child and young person at the centre of education to deliver an improvement in health and wellbeing
- Overseeing an improvement in skills and sustained positive school-leaver destinations for all young people

Duties & Responsibilities

Leadership, good management and strategic direction of colleagues

For the whole school:

- Responsible for the leadership, good management and strategic direction of the school;
- Responsible for school policy regarding behaviour management of pupils;
- Responsible for the management of all staff;
- Providing professional advice and guidance to colleagues;
- Responsible and accountable for the strategic management of finance;
- Manage and participate, as appropriate, in the selection and appointment of staff;
- Implementing the council's disciplinary and grievance procedures, as appropriate;
- Implementing relevant national and council policies;
- To act as Child Protection Officer for the school.

Curriculum development and quality assurance

For the whole school:

- The management and development of the school curriculum;
- Co-ordinate the development, implementation and review of curricular policy;
- Co-ordinate CLPL opportunities for staff;



- Review the CLPL needs, career development, welfare and performance of Colleagues;
- Promote the continuing professional development of all staff;
- Ensure that all staff have an annual review of their development needs;
- Implement policies and procedures for Quality Assurance, including Performance Review;
- Be responsible for and manage the overall school improvement planning process.

Whole school policy and implementation

For the whole school:

- Responsible for the school's improvement strategy;
- Responsible for the development, implementation and review of school policy on pupil assessment and attainment;
- Responsible for the development, implementation and review of school policy on pupil guidance, pastoral care and pupil welfare;
- Responsible for the development, implementation and review of school policy on pupil behaviour management.

Working with partners

For the whole school:

- Responsible for the school's strategy for communicating with parents and carers, the parent council, professional agencies and other schools;
- Responsible for working in partnership with parents, other professional agencies and schools;
- Responsible for promoting the school within the community;
- Liaison with Schools Group Manager and Education Officers;
- Undertake the strategic management of liaison with other education providers and outside agencies.

The above-mentioned outline of duties may reasonably be varied from time to time by the Executive Director, Children, Young People and Partnerships in response to meeting the needs of the school and in consultation with the post holder.



We are looking for a highly motivated and dynamic individual, fully registered with the GTCS, who brings an excellent track record in school management either as an existing Head Teacher or an experienced and aspiring leader who is working towards the Into Headship qualification.

With direct experience in a leadership or senior management role, leading education provision for children and young people with complex and profound ASN, you will be an effective and visible leader with the ability to promote and develop a positive school ethos. You should also be driven by the passion to make a difference to the lives of children and young people across Midlothian.

NB: All successful candidates, unless they are currently or have previously held a permanent Head Teacher position, are required to hold the Standard for Headship, through completion of the Scottish Qualification for Headship (SQH), Flexible Route to Headship (FRH) or Into Headship. If appointed you will be required to complete the Into Headship qualification within 30 months of appointment.

Skills, Experience and Knowledge

- Direct experience of working with a range of partners including Allied Health Professionals to provide bespoke education packages for children and young people with a wide range of ASN
- A clear track record in delivering an innovative and meaningful curriculum to enable children and young people to develop life skills that lead to an effective transition into society
- Strong interpersonal skills, coupled with a collaborative leadership style that empowers staff and builds effective teams
- A strong commitment to ongoing professional development for self and all staff
- Direct experience of positive behaviour management strategies
- Direct experience in promoting self-evaluation to enhance the capacity for continuous improvement, coupled with a strong commitment to raising standards and promoting effective learning and teaching
- Strong evidence of effective time and resource management
- The ability to establish and sustain a positive rapport and relationships with staff, pupils and parents, reflecting the Council's policies on equalities and dignity at work
- Relevant experience working with partners to deliver services to young people and their families
- An understanding of initiatives which aim to develop an integrated learning community
- An understanding of, and commitment to, development of whole school policies
- The ability to affect a range of quality assurance processes aimed at improving outcomes for young people
- Be able to establish effective decision-making processes and plan strategically, taking account of local and national priorities
- The ability to manage change and improvement effectively
- A solution-oriented approach to managing sensitive and/or challenging situations
- Relevant exposure to managing school finances

Preferred Candidate Profile



- A commitment to the development of civic and cultural life through the use of the School/Campus
- An awareness of Health and Safety issues and compliance with all relevant Health and Safety legislation
- Good knowledge and understanding of key initiatives in Scottish Education
- A strong commitment to the policy and practices of inclusion
- Membership of the Protection of Vulnerable Groups Scheme





Remuneration:

- Salary:** HT/DHT11 £71,233*
*Pay award pending
- Hours of Work:** The working year for a full time teacher will consist of 190 days to coincide with the pupil school year plus 5 in-service days.
- There will be occasions when, to ensure the effective undertaking of their duties, senior promoted staff will require to work beyond the normal working day, week and/or school year for teachers.
- Annual Leave:** The annual leave entitlement (including public holidays) for full-time teachers is 40 days per annum.
- Pension:** You will automatically be entered into the SPPA scheme.

A full summary of terms and conditions of service can be provided as appropriate.

The Recruitment Process:

The recruitment process is being handled by our retained advisors, Livingston James.

Douglas Adam at Livingston James will conduct the first stage interviews prior to discussing candidates with Midlothian Council at the shortlist meeting.

Interested candidates, depending on preferences, should provide either a CV or completed application form to douglasadam@livingstonjames.com