

Person Specification for the position of

Primary Headteacher

Caldercuilt Primary School and Caldercuilt Nursery
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Caldercuilt Primary School: School Profile

Caldercuilt Primary School is a non-denominational, co-educational school which is part of Cleveden learning community. Our school is situated in the North West of the city, in the Summerston area of Glasgow. The school is at the heart of a very close community with many parents and grandparents being former pupils of the school. The school was built in 1977 and is open plan in design. The current roll is 250. Our premises consist of 3 semi-open plan bays, two of which have a quiet room attached. We also have a Nurture room, one closed classroom, a gym/dining hall, which is used for school assemblies, PE and Drama. The site also includes Caldercuilt Nursery and both the Nursery and Primary school operate as one establishment. We have a football pitch and two school gardens which are well used by both pupils and staff. Pupils come from a mixture of rented accommodation and private housing. Approximately 20% of pupils are entitled to Free School Meals.

The Staff

This session the staffing entitlement is 14.8 FTE. This is currently made up of 8 full time teachers, 4 part time teachers and 2 probationary teachers, 1 nurture teacher, 2 Principal Teachers (PT2), a Depute Head Teacher and a Headteacher. The non-teaching staff consists of 2 clerical assistants and 5 Support for Learning Workers, one of whom is allocated to the nurture class. There is also a Janitor, Catering and Cleaning staff.

Partnership

The school is well respected in the local community with an increasing level of community activities being part of the curriculum. The school has a breakfast club which starts at 8am every morning. Summerston After - School Care run an Out of School Care facility which is well used by families. The school also benefits from a very supportive and active Parent Council who help to 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. Caldercuilt Primary School is a member of the Cleveden learning community with strong links to Cleveden Secondary. Links within Cleveden learning community are very good. The aim of the community is to work together with other agencies to raise attainment and achievement for young people.

Caldercuilt Nursery works closely with the primary school establishment.

Caldercuilt Primary School offers a wide range of experiences and we work hard to enrich our children by regularly visiting the environment beyond the school; for example a 5 day residential trip to Dalguise House for our P7 pupils along with numerous daytrips to enhance learning. Caldercuilt Primary School has participated in the Cost of the School Day Project and strives to ensure that all school events and trips are undertaken with as little cost to families as possible. The school also promotes the use of Makaton.

Our School Aims

- ☐ To provide a happy, healthy, secure and inclusive environment for all children.
- ☐ To develop cooperative, independent learners who are able to achieve their potential socially and academically in preparation for the world of work.
- ☐ To create an ethos which values respect, honesty, responsibility and cooperation and promotes the rights and responsibilities of all, and seeks to remove discrimination of any kind.

We seek to maintain positive relationships with our families and aim for our children to know and understand our school values and use these values within the school daily. Our school values are: Respect, Honesty, Cooperation and Responsibility. We are working towards being a Rights Respecting School and recognise the right of each pupil to be treated fairly and equally.

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	<p>To act as the leading professional in the school and as an officer of the local authority.</p> <p>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.</p> <p>Responsibility for the leadership, good management and strategic direction of all staff responsible for supporting the learning and pastoral care of children.</p> <p>To build capacity by developing leadership in others.</p> <p>To effectively contribute to local authority initiatives in a leadership capacity.</p>
Leading Teaching and Learning	<p>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.</p> <p>To ensure that the highest quality of teaching and learning takes place.</p>
Leading Quality Assurance and School Improvement	<p>Leading and managing the development, promotion and implementation of the school's arrangements for self evaluation and overall school improvement.</p> <p>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.</p> <p>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.</p>

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

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

Subject/Stage

ESSENTIAL	DESIRABLE
Qualifications	
GTC Standard for Full Registration.	Additional qualifications or professional recognition such as Aspiring Heads or Standard for Headship.
Leading Learning in Glasgow	
Significant experience of working in a promoted post or equivalent.	Experience of working with an authority or national strategy group.
Involvement in developing a school in terms of vision, values and aims.	Experience of leading a curriculum initiative at local or national level, for example secondment.
Teaching experience across P1-7 stages.	
Significant involvement in promoting and achieving an ethos for effective learning.	
Sound knowledge of current local and national initiatives.	
Significant experience of leading and managing major curriculum change.	
A range of evidence of inspiring and motivating others.	
A range of evidence of managing resources to effectively provide quality learning experiences for all.	

Person Specification: Headteacher (Primary) cont'd

Subject/Stage

ESSENTIAL	DESIRABLE
Raising Attainment and Achievement in Glasgow	
Significant evidence of raising standards of attainment and improving the overall quality of learners' achievements.	Experience of leading initiatives in the learning community that have improved outcomes for learners.
Demonstrate commitment to ensuring that education of the highest standard is delivered to all pupils.	Experience of working with an authority or national strategy group.
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.	

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.	Experience of an additional supports needs whole school remit.
Significant experience in planning, organising and co-ordinating major school issues.	Experience of working with an authority or national strategy group within ASL.
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.	
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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