

# Education Services

## Recruitment Pack

### Head Teacher

Mount Carmel Primary School

Meiklewood Road

Kilmarnock

KA3 2EL

**EAY01929**

Closing Date: 23rd September 2018



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# East Ayrshire's formula for success

(y)our vision + (y)our ambition = Educational success



## Message from the Head of Education

Dear Applicant

Thank you for your interest in this post within the East Ayrshire Education Service as part of the Economy and Skills directorate of East Ayrshire Council.

We are amidst incredibly exciting times as we transform our education service with respect to our new leadership structures, education group settings and responding to changing national educational landscapes and priorities.

We are now in the process of recruiting outstanding leaders to help develop our new and innovative approach to ensuring all of our children and young people, whatever their background, have the best possible start in life and for this momentum to follow them into education and employment.

This approach will build on our existing networks and relationships with our partner agencies with a new collective leadership approach, to create positive, empowering and supportive environments for staff that will stimulate excellence and encourage innovation.

This is a unique opportunity to build and develop genuine communities of practice that promote a culture of achievement and transform the aspirations and lives of our children and young people.

We want to recruit outstanding, talented and dynamic leaders to help deliver these aims and develop our exciting and innovative approach to the management and leadership of education services in East Ayrshire.

If you wish to know more about the Council and the services you will work with, please visit the East Ayrshire Council website: [www.east-ayrshire.gov.uk](http://www.east-ayrshire.gov.uk).

Alternatively, for an informal and confidential discussion about the position please contact me on 01563 576126 or by email to [linda.mcaulay-griffiths@east-ayrshire.gov.uk](mailto:linda.mcaulay-griffiths@east-ayrshire.gov.uk)

We hope that this pack provides you with the background information to encourage you to apply.

A handwritten signature in black ink, appearing to read 'Linda McAulay-Griffiths'.

**Linda McAulay-Griffiths**  
Head of Education

## About East Ayrshire

East Ayrshire is a desirable part of Scotland in which to live. Situated within easy reach of Glasgow as well as the seaside towns of the west coast, East Ayrshire combines an idyllic mix of rural beauty and urban living for those seeking a high quality of life. It is set in the midst of some of Scotland's finest countryside with strong, safe and vibrant communities where everyone has a good quality of life and access to opportunities, choices and high quality services which are sustainable, accessible and meet people's needs.

East Ayrshire Council is one of 32 Scottish unitary local authorities, serving a community of over 120,000 residents in West Scotland. We share our borders with our neighbours in South Ayrshire, North Ayrshire and Dumfries and Galloway and our location and ever improving transport links mean that Glasgow, Ayr, Dumfries, East Kilbride and Paisley are within easy reach.

**Learning** - We are committed to ensuring that children and young people have the best possible start in life and that this follows through into education and employment. We believe that high quality learning and teaching underpins the outstanding successes that our learnings achieve and our workforce experience high quality leadership, support and professional development opportunities.

This Education Service is responsible for the legal discharge of the Council's function as an Education Authority under the Education (Scotland) Act 1980 as amended and incorporates all Early Years and Childcare Services and school services (i.e. 0-18 years). This reconfigured service will ensure that there is enhanced continuity to the educational and childcare services provided to children and young people, from the early years through to primary and secondary education and beyond. Focus will be on raising educational attainment, achievement and equipping our young people for the world of work.

The Council has invested heavily in Education infrastructure over the last few years and plans are currently in hand to replace a further 12 schools with new state of the art facilities.

**Housing** - East Ayrshire is an excellent choice for anyone wishing to purchase an established property or a new property. Excellent quality housing at affordable prices is available throughout the area.

**Health** - The area is well served by excellent health facilities – GP practice and Health Centre primary care facilities and secondary care facilities in the form of University Hospital Crosshouse in Kilmarnock, East Ayrshire Community Hospital in Cumnock and Kirklandside Community Hospital in Kilmarnock.

**Leisure** - East Ayrshire boasts an excellent range of sporting and leisure activities including a range of sports and fitness centres, the first class Galleon Centre offering leisure pool, ice-skating rink, bowling hall, and fitness suite with Visions Centre in Cumnock offering leisure pool and fitness suite. The Ayrshire Athletics Arena in Kilmarnock is set amongst a sporting environment of athletics, cricket, rugby, judo, gymnastics and football facilities. There's a multi-screen cinema, arts venues, extensive golfing, all weather tennis facilities and 450 square miles of countryside and beautiful country parkland providing a place for blissful escape on long rambling walks or cycle rides on rights of way and national cycle routes. It's also the perfect destination for wildlife lovers.

**Shopping** - Kilmarnock town centre is compact, stylish and accessible with a mix of large stores and speciality shops. Independent retailers throughout East Ayrshire, large and small, traditional and

modern, believe in the highest standards of personal service to their customers. Other quality retailers are within easy reach at Glasgow and the rest of Ayrshire.

**Food And Drink** - Eating out in East Ayrshire offers a wide choice of formal and casual dining opportunities, with many establishments making best use of local produce. The area also has strong and traditional links with the food and drinks industry, with whisky, spring water and traditional Scottish foods all produced locally.

**Economy** – Recently there have been major changes in the local and national economy. East Ayrshire is responding to these changes so that it remains a competitive place for the future. The aim of East Ayrshire's partners in economic development is to reduce unemployment, increase inward investment and business birth rate, regenerate our communities and raise the level of vocational qualifications to above the Scottish average.

**Transport** - The area's transport links boast a network of fast motorway links, dual carriageway and rail services. East Ayrshire is within a 30 minute drive of Prestwick Airport and within reasonable travelling distance of the major airports in Glasgow and Edinburgh.

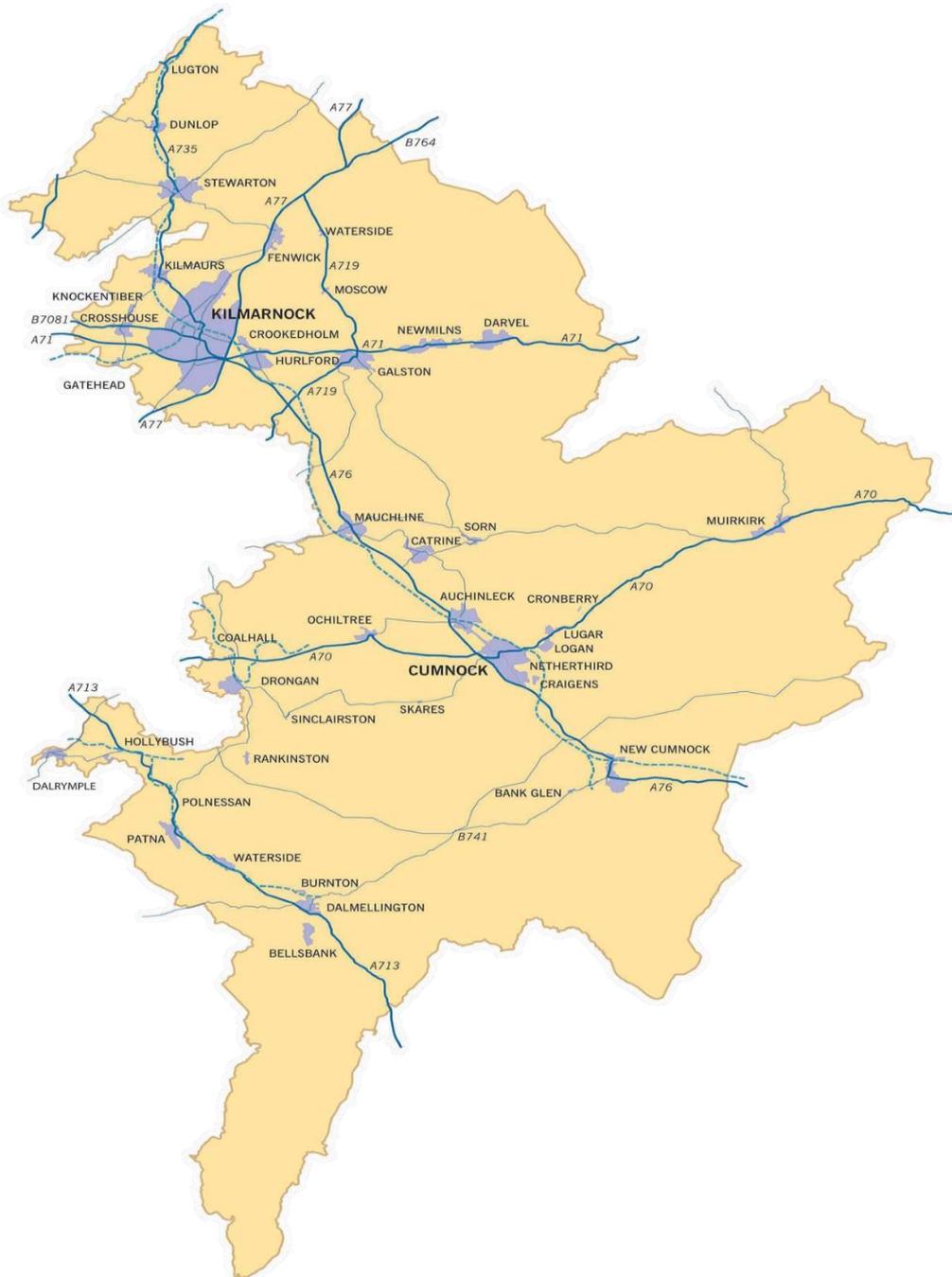


# About The Council

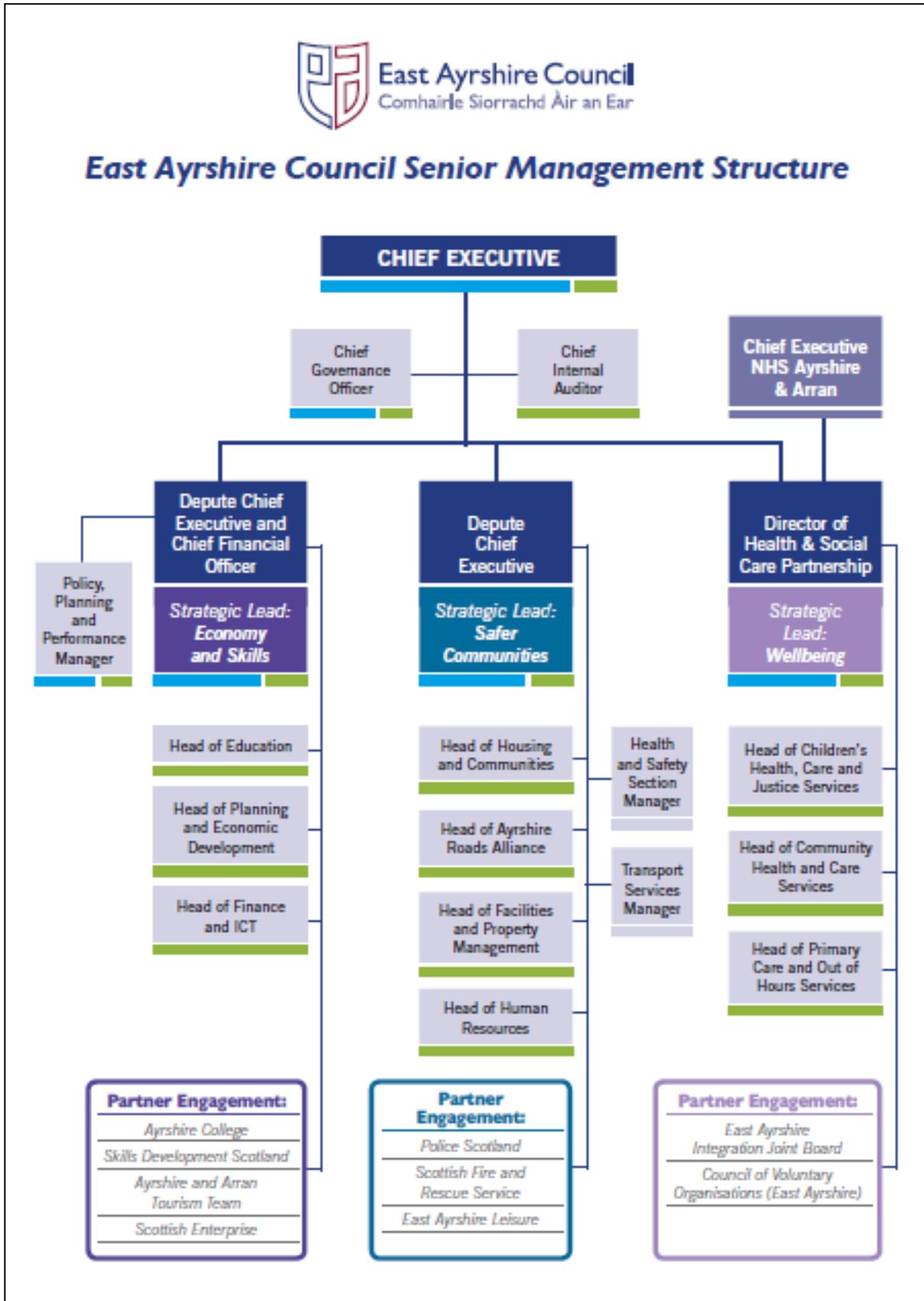
## Our Vision

“East Ayrshire will be a place with strong, vibrant communities where everyone has a good quality of life and access to opportunities, choices and high quality services which are sustainable, accessible and meet people’s needs.”

Since it was formed in 1996, East Ayrshire Council has rapidly established its own and distinctive identity as a Council dedicated to the people of its area. Here effective service delivery and improvement of provision have been the hallmarks. Servicing a diverse area of rural and urban settlements everyone is entitled to the best the Council can offer.



# East Ayrshire Council Structure



## **The Policy Decision-Making Structure of the Council**

The Council has 32 elected members and is a minority administration run by the Scottish National Party with 14 members.

There are nine Scottish Labour party members, six Scottish Conservative and Unionist Party members, two independent members and a member of the Rubbish Party.

The decision making structure within the Council is based on a Cabinet model including a Governance and Scrutiny Committee.

## **The Community Plan 2015-2030**

*"The key driver underpinning our future prosperity and the ability to realise the potential of our communities is a local economy which develops and achieves sustainable growth. Delivering economic recovery and growth will contribute to improved outcomes for young and old, improved health, employment, inclusion, and safer and stronger communities."*

There are three key themes identified within the Community Plan: Economy and Skills; Safer Communities; Wellbeing. Detailed below are the priorities under our Economy and Skills theme which we will work to achieve over the lifetime of the Community Plan 2015-2030.

Make East Ayrshire a destination of choice for business growth and investment  
Develop a confident, successful, appropriately qualified and skilled workforce  
Embed ambition, aspiration and entrepreneurship in our culture

The Single Outcome Agreement underpins the Community Plan and provides the local performance management framework which is used to assess and improve performance, and is linked to the Scottish Government's National Outcomes. The Community Plan is also East Ayrshire Council's corporate plan.

Further information on Community Planning in East Ayrshire is available on the Community Planning website at: [www.eastayrshirecommunityplan.org](http://www.eastayrshirecommunityplan.org).

## **Improvement & Efficiency Social Enterprise (iESE) Council of the Year 2017**

East Ayrshire Council was shortlisted by the Improvement & Efficiency Social Enterprise (iESE) judging panel from 157 applications and was up against London Borough of Tower Hamlets and Ryedale District Council in the most prestigious category of the iESE Awards 2017 for UK Council of the Year.

The Council of the Year Award is made to a Council which is deemed by iESE as outstanding in transforming the delivery of its services and to receive it is a tremendous accomplishment.

The Chair of the Judging Panel, when announcing the award said "East Ayrshire has undertaken a range of transformations across all of its services ... each transformation is a story worthy of an award".

## Education Services

Primary and Secondary Education is provided principally through the 51 primary, secondary and special schools run by the Council. The largest schools have rolls of approximately 1240 children, while the smallest has 26 pupils. Early education and childcare is developed through 35 centres, some of which are standalone, while others are integrated with primary schools. Gaelic Medium Education is presently delivered on two campuses but plans are well advanced to integrate provision within a new build setting in Kilmarnock.

The policy of the Council is wherever possible to integrate all children into mainstream settings. There are, however, 3 special schools and a number of specialist bases attached to mainstream schools. In addition, the East Ayrshire Support Team (EAST) provides a range of support to young people.

Educational Psychology Services are provided by a team based at Civic Centre, Kilmarnock. The Creative Minds Team supports specific aspects of curriculum development including music instruction, enterprise education and cultural coordinators.

The Education Service supports the vision, aims and objectives of the Scottish Government in the development and sustainability of high quality, integrated services that give children and young people the opportunity to have the best possible start in life.

The Education Service will comprise:

- Schools and early childhood centres
- Early Education and Childcare
- Opportunities for All
- Support for children with additional support needs including East Ayrshire Support Team (EAST), Special Schools and Supported Learning Centres, out with placements and commissioned services
- Educational Psychology Services
- Specialist educational services, including instrumental music services, creative minds team, outdoor education and direct support for the curriculum
- Technicians Service

The Education Service within East Ayrshire Council has recently transformed its education management arrangements to ensure that educational establishments are supported and empowered to improve attainment and close the gap. This new and innovative approach to the management and leadership of education services will ensure that educational establishments are equipped to respond effectively to the current and emerging demands and local and national drivers for change facing the Education Service, for example:

- The Children and Young People (Scotland) Act 2014
- Education (Scotland) Act 2016
- Developing Scotland's Young Workforce
- National Improvement Framework for Scottish Education
- The Early Years Framework
- Gaelic Language Plan
- Scottish Attainment Challenge

CLASSIFICATION: OFFICIAL

- Raising Attainment for All
- Attainment for Looked After Children

Within East Ayrshire, we recognise that inequalities are caused by a fundamental inequity in the distribution of power, money and resources.

In 2016, we were selected by the Scottish Government as one of nine Scottish Challenge Authorities to deliver a focused and accelerated programme of improvement, targeting activity in literacy, numeracy, health and wellbeing across the Council area.

It supports and complements the broader range of initiatives and programmes undertaken by the Council to ensure that all of East Ayrshire's children and young people reach their full potential.

This is an exciting time for East Ayrshire as we continue to improve the school estate with £221M of capital investment to provide new learning environments, fit for a modern world.

The Service Improvement Plan 2016/18 sets out our vision to 'inspire, support and challenge all our children and young people to be the best that they can be'.

It provides a framework for the work of the East Ayrshire and showcases how the Council will develop and monitor its services to schools, teachers, parents, young people and children as we move towards our goal of improving educational achievement.

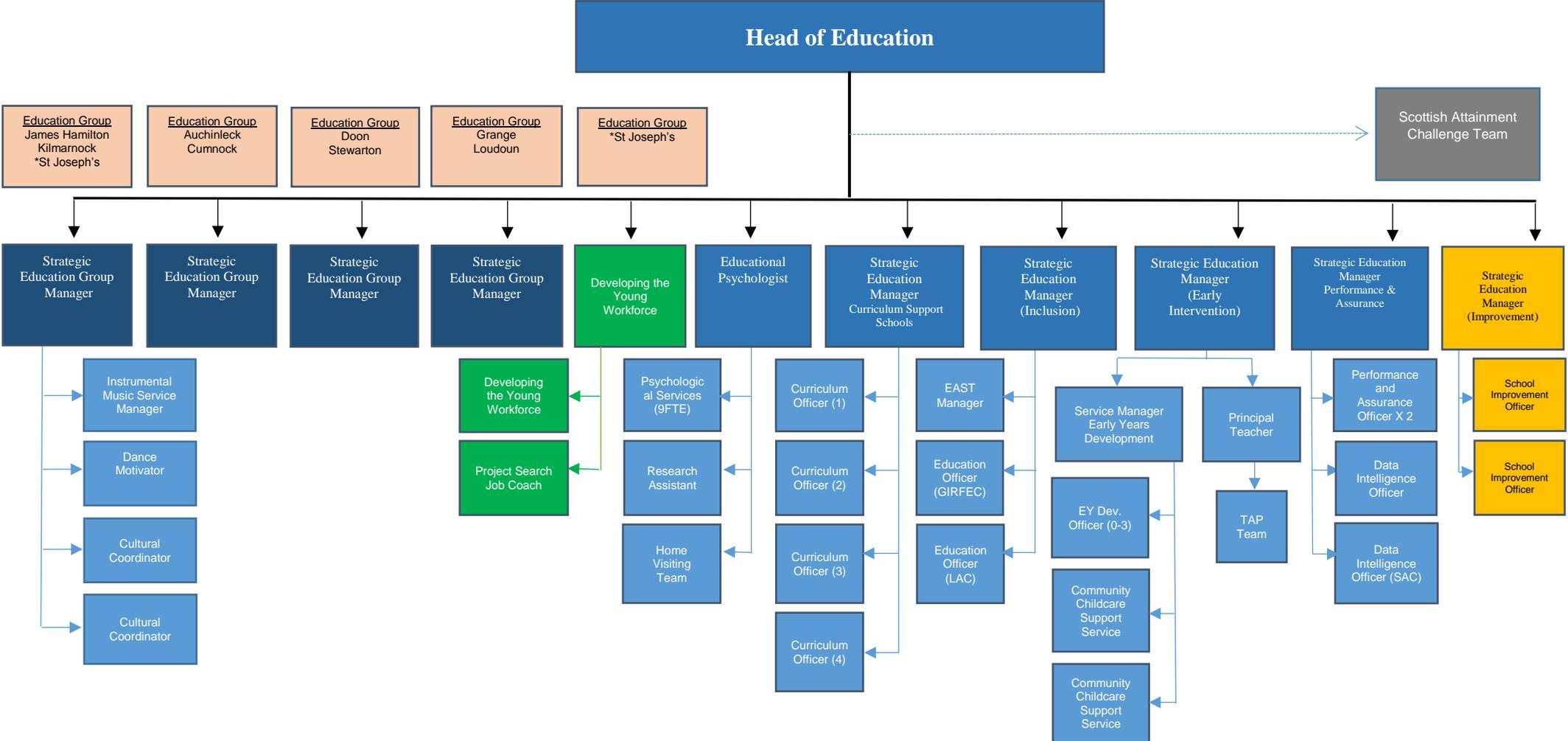
A major change management programme is underway to shape service delivery. We are committed to delivering a challenging programme of work with performance targets in relation to:

- Raising standards for all
- Closing the performance gap, increasing access and equality to excellent education services
- Developing the education workforce
- Improving the learning environment and
- Transforming the governance and management of education.

This is a further step in the exciting journey of organisational transformation and modernisation.

Many challenges and opportunities lie ahead, not least responding to the on-going budgetary challenges. The Education budget for 2017/18 is £88M of which £75M is staff costs. We are committed to continuously improving educational outcomes for all our children and to ensuring equality of access to excellent education services. We now have a unique opportunity to shape the future of education services for the benefit of generations to come.

# Education Services Structure



CLASSIFICATION: OFFICIAL

Part Funded by Scottish Government. – Opportunities for All

Leadership Funded

## Job Outline and Person Specification

<b>Post:</b>	<b>Head Teacher - Mount Carmel Primary School</b>
<b>Service:</b>	<b>Economy and Skills</b>
<b>Section:</b>	<b>Education Services - Primary School</b>
<b>Reporting to:</b>	<b>Head of Education/Strategic Education Group Manager</b>
<b>Direct Reports:</b>	<b>Depute Head Teacher(s), Principal Teachers, Teachers, and support staff as appropriate.</b>
<b>Job Purpose:</b>	<b>Manage and lead the educational establishment/s to the benefit of the children and wider community in compliance with relevant legislation and policy and guidance issued by the Scottish Government and East Ayrshire Council in order to assist with the promotion, delivery and integration of the Council's key objectives; specifically in relation to the Community Plan, Shared Commitments, Single Outcome Agreement, Children and Young Person's Service Plan and Best Value.</b>

### **A. Area of Responsibility**

1. Within the framework of the authority's policies, to formulate clear priorities, aims and objectives for the school and for the early childhood centre.
2. Ensure the communication of these aims and policies to all employees, children, parents/carers and other users of the educational establishment.
3. Act, on behalf of the authority, as principal professional advisor to the Parent Council and to provide to the Council such advice and information as is required by the Scottish Schools (Parental Involvement) Act 2006, and subsequent legislation.
4. Encourage and promote the development of corporate life of the school and the early childhood centre and by so doing to create an ethos which is positive, inclusive, caring and aspirational.
5. Contribute more generally to the work of the education authority as required, for example, by taking part in the staff development and review scheme or by participating in working groups formed by the authority.
6. To manage and lead the educational establishment effectively so as to ensure positive outcomes for children.

### **B. Functional Responsibilities**

7. Ensure the effective management of all employees within the educational establishment in accordance with the Council's human resources policies.

8. Promote aspiration among all staff and demonstrate a clear commitment to developing, empowering and supporting effective teams and individuals.
9. Ensure employees have the values and principles of *Getting It Right For Every Child* embedded into practice.
10. Consult fully with employees on the formulation, implementation and evaluation of educational establishment policies.
11. Manage, lead and develop good curriculum design in accordance with the policies of the Council taking account of relevant advice given by the Scottish Government; Education Scotland; and other relevant national bodies.
12. Encourage the development of learning and teaching approaches which promote effective and active learning by all.
13. Ensure that the progress of children is assessed, monitored, recorded and reported to relevant parties.
14. Ensure the educational establishment has effective transition arrangements in place, including where other establishments are involved.
15. Formulate policies to manage and maintain effectively all resources such as buildings, equipment and other assets.
16. Prepare proposals for the disbursement of per capita funding for learning and teaching materials and submitting these to the parent council.
17. Establish and review effective channels of communication and consultation among all staff and with all users of the educational establishment.
18. Consult and communicate with parents about the affairs of the school and early childhood centre and the progress of their children, in particular by arranging appropriate or regular meetings between parents and teachers to assist such communication.
19. Establish effective communication systems, records and processes with all relevant agencies such as other departments of the Council, external agencies, SQA, other schools, parents and the wider community.
20. Develop and monitor positive behaviour strategies for all children.
21. Ensure appropriate child protection policies are known and understood by all employees.
22. Foster among children, parents/carers, employees and other users of the school and early childhood centre an awareness of the establishments as communities with which they can all identify.
23. Develop and maintain partnerships with parents/carers, children, other services and agencies and in doing so extend the educational vision of the educational establishment as communities to embrace continuous lifelong learning.

### **C. General Responsibilities**

24. Develop a shared vision for, and promote a culture of team working and collegiality.
25. Monitoring and evaluating progress towards meeting the Establishments' Improvement Plans and ensure that effective processes and systems are put in place to achieve this. (Where appropriate a single improvement plan covering the work of both establishments is acceptable.)

26. Liaising and co-operating with support services as necessary.
27. Ensure efficient use of resources, including any allocated budgets, the control and management of resources, arrangements for purchase and repair of equipment to ensure the most cost-effective delivery of services.
28. Respond proactively to opportunities to bid for additional funding to take forward additional departmental priorities/developments as appropriate;
29. Ensure the integrity of assessment procedures for children within the context of their learning and care.
30. Maintain an up-to-date knowledge of best practice within areas of functional responsibility and ensure compliance with all relevant legislation.
31. Undertake appropriate and agreed continuing professional development in line with the appropriate EAGER, Standard for Full Registration, SSSC registration, professional review and development and establishments' improvement priorities.
32. Develop and promote equalities and diversity both in terms of service delivery and in employment in all aspects of the Council activities.
33. Attend and where appropriate report to the Parent Council and working groups or their appropriate bodies on area of development, interest and allied activity.
34. Develop and foster good working relationships including liaising with Elected Members, employees, external bodies and agencies.
35. Undertake any other reasonably required duties, consistent with duties detailed in Part 2 Section 2 of the SNCT Handbook of Conditions of Service, as directed by the Depute Chief Executive/Head of Education or nominee, in addition to the role specific tasks and responsibilities detailed above.
36. Report to the Depute Chief Executive or their nominee on matters affecting the school and early childhood centre and in particular, alerting them and keeping them informed of situations of a non-routine nature.
37. Promote the Councils' policies and procedures for good records management across the Services, ensuring that the correct information is created, maintained, stored and retrieved in accordance with business need and statutory and legislative requirements.

## D. Person Specification – Denominational School

ATTRIBUTES	ESSENTIAL / DESIRABLE The minimum acceptable levels for safe and effective job performance / The attributes of the ideal candidate	METHOD OF ASSESSMENT	
<b>1. PROFESSIONAL / EDUCATIONAL QUALIFICATIONS</b>			
	(a) Full registration with the GTCS.	E	A
	(b) Approval by the Roman Catholic Church for this appointment	E	R
	(c) Additional qualifications such as Scottish Qualification In Headship (PgDip) or Into Headship Qualification (PgCert)	D	A
	(d) Masters such as MSc Educational Leadership	D	A
	(e) Catholic Teacher Certificate in Religious Education	D	A
<b>2. LEADERSHIP AND GOOD MANAGEMENT</b>			
	(f) Experience of leading self-evaluation and school improvement planning activities.	E	E
	(g) Experience of monitoring and evaluating the quality of teaching and learning.	E	A
	(h) Robust experience of managing inclusion at class, stage and school level.	E	I
	(i) Management involvement in CPD and PRD programmes (e.g. as reviewer).	E	A
	(j) Highly developed organisational skills, including effective delegation and staff deployment strategies.	E	A
	(k) Strong team-building skills, focusing on enabling leadership at all levels within the staff group and across the learning community.	E	E
	(l) Understanding of the leadership role in the spiritual development of the pupils and staff	D	A/I
	(m) Experience in leading acts of worship in a school	D	A
<b>3. CURRICULUM DEVELOPMENT AND QUALITY ASSURANCE</b>			
	(n) Thorough understanding of legislative and policy frameworks governing education at local and national levels.	E	A / I
<b>WHOLE SCHOOL POLICY AND IMPLEMENTATION</b>			
	(o) Experience of managing challenging behaviour within an assertive discipline framework.	E	A
	(p) Thorough understanding of the roles of self-evaluation, school improvement planning and standards and quality reporting in achieving excellence.	E	I
	(q) Knowledge and understanding of current relevant educational research.	E	P / I
	(r) Understanding of the principles and practices in relation to leadership and leading change.	E	I
	(s) Proven ability to consult effectively with a wide range of people within the school and community.	E	A / I
	(t) Proven skills in working closely with a variety of groups and local agencies.	E	A / I
<b>WORKING WITH PARTNERS</b>			

	(u) Experience of integrated approaches in working across learning communities and within a locality setting.	E	A / I
	(v) Proven track record in working effectively with parents, pupils, staff and the community.	E	A / I
	(w) Ability to develop and maintain co-operative relationships with the Diocese of Galloway and local parishes.	E	A / I
<b>(x) ADDITIONAL JOB RELATED REQUIREMENTS</b>			
	(y) Experience in Catholic Education	D	A / I
	(z) Ability to demonstrate effective interpersonal skills.	E	A / E / I
	(aa) Self-awareness.	E	E
	(bb) Ability to inspire and motivate others.	E	A / I
	(cc) Effective communication, both verbal and written.	E	A / E / I
	(dd) Ability to clearly articulate vision and ideas.	E	E / I
	(ee) Political insight.	E	E / I
	(ff) Enthusiasm and passion for learning and personal development.	E	A
	(gg) Personal commitment to education and creating a positive learning environment.	E	P
	(hh) Ability to make effective decisions.	E	A / I
	(ii) Resilient and adept at managing workload and conflicting priorities.	E	A
	(jj) Ability to problem solve and manage conflict.	E	A / I
<b>If this job is not suitable for job sharing PLEASE state reasons:</b>	<b>PREPARED BY:</b> Kenneth McNamara		
	<b>DESIGNATION:</b> Human Resources Manager		
	<b>DATE:</b> Economy & Skills August 2017		
	<b>AGREED BY:</b> John Wilson		
	<b>DESIGNATION:</b> Strategic Education Group Manager		
	<b>DATE:</b> August 2017		
	<b>APPROVED BY:</b> Linda McAulay- Griffiths		
	<b>DESIGNATION:</b> Head of Education		
	<b>DATE:</b> April 2018		

**Methods of Assessment**

*A – Application Form, R – Reference, I – Interview,  
E – Exercise, P – Presentation*

**This description is indicative of the nature and level of responsibilities associated with this job. It is not exhaustive and the job holder will be required to undertake other duties and responsibilities commensurate with the grade.**



DIOCESE OF GALLOWAY, CANDIDA CASA, 8 CORSEHILL ROAD, AYR KA7 2ST

Telephone: 01292 266750 Fax: 01292 289888 Email: [bishop@gallowaydiocese.org.uk](mailto:bishop@gallowaydiocese.org.uk)

Dear Applicant,

At the Baptism of their children, parents promise to bring them up in the practice of the faith by loving God and their neighbour. The Church assists them in fulfilling this solemn commitment through the ministry of the parish and of the Catholic school.

If the education of our children and young people is an important building block of the society in which we live and an indication of the vision for that society to which we aspire, then even more so are our Catholic schools central to the Church's mission. All Catholic schools share something in common; they are rooted in Christ, who is to be the centre of their life.

Unless a school has Christ at the very heart of all that it is and does, it cannot be a Catholic school. The ethos of our schools is not something extrinsic to the various aspects of a school's life. Rather, the Catholic ethos - and its concrete expression in liturgical prayer, assemblies and the teaching of religious education in accordance with "This Is Our Faith", the syllabus for Catholic religious education in Scotland among other things - is fundamental to our schools, giving them true and lasting value. It should be incarnate in all aspects of school life, so that they may be effective instruments of the New Evangelisation.

As the head teacher of a Catholic school, you are a leader in the Catholic community. That leadership role goes beyond the natural skills and ability, the gifts and talents, that you will need to manage the school and develop the curriculum. A personal faith and commitment to Christ and a life led as an active member of the Church are necessary if you are to guide and inspire pupils and staff, if you are to encourage and establish a truly Catholic ethos, if you are to enable the school to fulfil its mission.

It is faith in Christ that gives the appreciation of the value and dignity of each pupil, staff member and parent, as a beloved child of God. It is faith that gives insight into what it means to be truly human and to have a care for the whole person, physical, intellectual and spiritual. It is faith that gives understanding of the meaning of life and therefore understanding of the purpose of education, and the need to lead not just by words but also by example.

The Catholic school is more than just a place of learning, it is a faith community that accompanies young people in the early years of their life as they grow and develop. The Catholic faith is a welcoming faith so

that even those in the school who do not share that faith should feel welcomed, valued and at home in a community that sees the child of God in each person. A community that tries to live up to the challenge of putting into practice the teachings of Jesus, particularly those of forgiveness and reconciliation. The head teacher is the leader of that community who like the good shepherd in the gospel parables has a particular concern for the weak and the vulnerable.

In the Diocese of Galloway the Head Teachers support and encourage each other through the Head Teachers' Association. Primary heads meet once a year. Secondary heads (one each from the four local authorities) meet quarterly. There is also an annual Mass for all teachers and staff. The Diocesan R.E. Advisors, Canon Archibald Brown, for primary schools, Fr Philip Kitchen, for secondary schools, are available for advice and encouragement.

The years a young person spends in school will have a great influence on their life. The Catholic school should have a positive influence, going beyond the purely academic and the secular, to help the pupil develop as a person, enabling them to grow fully in all aspects of the humanity God has given them. As the Head Teacher of a Catholic school you have the challenge and the privilege of leading the community of formation that will do just that.

I am grateful to East Ayrshire Council for this opportunity to address candidates at this stage of the recruitment process and look forward to meeting with the successful applicant when an appointment is made.

Yours in Christ,

A handwritten signature in black ink, appearing to read 'William Nolan', written in a cursive style.

+ William Nolan

Bishop of Galloway

## School Information

<b>School</b>	Mount Carmel Primary School
<b>Address</b>	Meiklewood Road, Onthank, Kilmarnock, KA3 2EL
<b>Location</b>	Mount Carmel Primary School is situated in Onthank. It is a denominational establishment.
<b>Catchment Area</b>	The school attracts pupils from the catchment area and surrounding areas. Mount Carmel Primary School is part of the St. Joseph's Education Group.
<b>School Roll</b>	182 (Census September 2017 pupil numbers).
<b>Education Scotland Inspection Reports</b>	The most recent full School Inspection Report was published on 15 <sup>th</sup> May 2018 This report can be accessed via the following link: <a href="https://education.gov.scot/inspection-reports/east-ayrshire/8222320">https://education.gov.scot/inspection-reports/east-ayrshire/8222320</a>
<b>On-Line School Handbook</b>	For further detailed information relating to the establishment, please follow the links within ' <u>Our Schools</u> ' page East Ayrshire Council's internet pages.

## Terms and Conditions

<b>Salary</b>	SNCT HT Scale 6 (£52,725)
<b>Hours of work</b>	35 hours per week term time.
<b>Location</b>	Kilmarnock
<b>Pension</b>	<p>Employees will be auto enrolled in to the Scottish Teachers' Superannuation Pension Scheme. Employees can apply, if they so wish, to opt out. The employee contribution is dependent on salary.</p> <p>Further information regarding the SPPA scheme is available from their website <a href="http://www.sppa.gov.uk">www.sppa.gov.uk</a></p>
<b>Conditions of Service</b>	Conditions of Service are those of the Scottish Negotiating Committee for Teachers.
<b>Relocation assistance</b>	Up to a maximum of £5,500.00.
<b>Annual Leave</b>	As per SNCT terms and conditions, you are not required to work outwith term time. 40 of the non-term-time days are designated as paid annual leave, with the remainder being classified as closure days. Annual Leave will be accrued in accordance with the National Pay & Leave specification for teaching staff (SNCT 18/64).
<b>Personal Vehicle Usage</b>	Employees who are authorised car users are entitled to reimbursement of business mileage.
<b>Terms of Appointment</b>	The appointment will be subject to the pre-employment checks section of this document
<b>Notice Period</b>	The contract may be terminated by giving 8 working weeks' notice in writing, which must include 4 working weeks.
<b>Other Employment</b>	The postholder may not engage in any other business or take up an additional employment without the express consent of the Council. They must inform the Council of any outside activity which may in any way conflict with their work for the Council.

The Council has a reputation of being a good employer and has a wide range of attractive employee benefits. Details are available from Human Resources.

# Recruitment Process & Response Instructions

## Submitting an Application

Candidates wishing to apply for a post should apply online via the myjobscotland website at <https://www.myjobscotland.gov.uk/councils/east-ayrshire-council/jobs> and visit our education page at <https://www.myjobscotland.gov.uk/councils/east-ayrshire-council/education>.

Upon submission of an online application, candidates will receive an email confirming receipt.

## Selection Process

The selection panel will be provided with your application form. When completing your application you must demonstrate and evidence your experience across each of the following experience-related criteria:

- Professional Qualifications
- Leadership & Good Management
- Curriculum Development & Quality Assurance
- Whole School Policy & Implementation
- Working with Partners
- Additional Job Related Requirements

The selection panel are seeking clear, specific, quality evidence to demonstrate your experience in relation to each of the above criteria.

Should you be selected for interview you will be notified by email via the myjobscotland website. Similarly, if your application is unsuccessful at the initial stage you will be contact by email.

## Assessment and Interview

You will be given as much advance notice as possible at each stage of the process. Please note that it **will not** be possible to reorganise any stage of the selection process because of unavailability of applicants.

### Assessment and Interview

*Candidates will be required to:*

- a) participate in an Assessment Centre as part of the selection process;*
- b) deliver a short presentation as part of the interview process*

## Pre-Employment Checks

Appointment is subject to the completion of satisfactory pre-appointment checks, which include:

- Approved by the Roman Catholic Church for the appointment;
- Provision of proof of eligibility to work in the UK;
- Completion of satisfactory pre-employment health screening;
- Receipt of two satisfactory references to include current/most recent employer;
- Provision of documentary evidence of qualifications as listed in the eligibility criteria

## **Church Approval**

The relevant legislation on the management of denominational schools in Scotland states: "A teacher appointed to any post on the staff of any such school by the education authority. . . shall be required to be approved as regards religious belief and character by representatives of the church or denominational body in whose interest the school has been conducted. " The successful candidates are required to seek and obtain such approval. Further information regarding the approval process is available from the Scottish Catholic Education Service website [www.sces.org.uk/church-approval](http://www.sces.org.uk/church-approval)

## **Information or Queries**

If you have any queries or require further information relating to any aspect of the recruitment and selection process, please contact Kenneth McNamara, Human Resources Manager – Economy and Skills or email at [Kenneth.McNamara@east-ayrshire.gov.uk](mailto:Kenneth.McNamara@east-ayrshire.gov.uk).

## **Other Information**

A range of documents including the Community Plan, Single Outcome Agreement, Transformation Strategy, service specific policies and procedures and related information are available on the Council's website [www.east-ayrshire.gov.uk](http://www.east-ayrshire.gov.uk)



East Ayrshire Council  
Comhairle Siorrachd Àir an Ear

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