



**Clackmannanshire  
Council**

[www.clacks.gov.uk](http://www.clacks.gov.uk)

Comhairle Siorrachd  
Chlach Mhanann

# **Principal Teacher – Stratthdevon Primary £46,158**



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## Recruitment Process and Key Dates

Apply online at [www.myjobscotland.gov.uk](http://www.myjobscotland.gov.uk). Applications should be submitted online using the forms provided through the myjobscotland portal.

CVs will not be considered.

All applications must be received by 11.59pm on the closing date. Late applications will not be considered.

Your application form should contain sufficient information and evidence to demonstrate that you have the skills and experience required for the post.

### **KEY DATES**

We would ask that you note the dates of the recruitment timetable and ensure you are available to meet the scheduled arrangements.

- Closing date is 8<sup>th</sup> June 2022
- Shortlisting date is 10<sup>th</sup> June 2022
- Interview date is 20<sup>th</sup> June 2022

**You will be notified by email at each stage of the process. Please ensure that you check your junk/spam as sometime emails from my job Scotland go into there.**

We will advise all candidates of the outcome of the recruitment process as soon as possible.

If you are the successful candidate:

- (a) You will be asked to submit a completed pre placement health questionnaire so that the necessary medical clearance can be obtained prior to commencement of employment.
- (b) We require **two** references. Your reference will be written to after interview. One must be from your current or most recent employer who may be contacted and can comment on your experience and competence for this post. Please state their position in the company / organisation. It would be helpful if you could advise your referees of these arrangements. Please ensure that the email address is correct for them on the application form before submitting as we contact all references by email, as this may delay the manager confirming a start date with you..
- (c) You may, depending on the type of post, be required to undergo a PVG/Disclosure check prior to a formal offer of employment being made by Clackmannanshire Council. This is now an online form, which you will be emailed a link and you only have 7 days to complete.

**If successful detailed statements of particulars will be provided to you via email once all satisfactory pre-employments have been received.**

## **About Clackmannanshire Council**

### **Welcome to Clackmannanshire**

Located in central Scotland, between the Ochil Hills and the River Forth, Clackmannanshire is recognised for its outstanding natural environment.

Clackmannanshire is a cost-effective living and business location. It is within easy commuting distance from most of central Scotland's major towns and cities.

The area benefits from a rail link to Glasgow and Edinburgh, while the Clackmannanshire Bridge gives a fast route across the Forth. The population of Clackmannanshire is just over 51,000.

### **The Council**

Clackmannanshire Council has 18 councillors in 5 multi-member wards. Three political parties and an independent are represented on the Council.

The Council's transformation programme, Be the Future, sets out corporate priorities and outcomes which are aligned to the Local Outcome Improvement Plan (LOIP) and our vision and values as expressed in the Corporate Plan.

This alignment maintains a consistent focus on our key themes:

- Sustainable Inclusive Growth
- Empowering Families and Communities
- and Health and Wellbeing
- and provides a clear focus for Council investment and delivery.

### **Key Links**

You can access additional background information at these links:

[Corporate Plan](#)

[Organisational Redesign](#)

[Demographic Information](#)

[Best Value Assurance Report](#)

**Further information and documents are available on our website:**

[www.clacks.gov.uk](http://www.clacks.gov.uk)

## The Corporate Plan 2018-22

# THE CORPORATE PLAN 2018-22, Be the FUTURE - OVERVIEW

<b>Our Vision</b>	We will be a valued, responsive, creative organisation, through collaboration, inclusive growth and innovation, to improve the quality of life for every person in Clackmannanshire.	
<b>Our Outcomes</b>	<ul style="list-style-type: none"> <li>● Clackmannanshire will be attractive to businesses and people and ensure fair opportunities for all.</li> <li>● Our communities will be resilient and empowered so that they can thrive and flourish.</li> <li>● Our families, children and young people will have the best possible start in life.</li> <li>● Women and girls will be confident and aspirational, and achieve their full potential.</li> </ul>	
<b>Our Priorities</b>	<b>Inclusive Growth, Jobs &amp; Employability</b>	<b>Reducing Child Poverty</b>
	<b>Raising Attainment</b>	<b>Sustainable Health &amp; Social Care</b>
	<b>Empower Families &amp; Communities</b>	<b>Organisational Transformation</b>
<b>Our Values</b>	<b>Be the CUSTOMER</b>	Listen to our customers, communicate honestly and with respect and integrity.
	<b>Be the TEAM</b>	Respect each other and work collectively for the common good.
	<b>Be the LEADER</b>	Make things happen, focusing always on our vision and outcomes, and deliver high standards of people leadership and corporate governance.
	<b>Be the COLLABORATOR</b>	Work collaboratively with our partners and communities to deliver our vision and outcomes.
	<b>Be the INNOVATOR</b>	Look outwardly, be proactive about improvement and strive always for innovation and inclusive growth.
	<b>Be the FUTURE</b>	Work always towards ensuring that we deliver our vision and live our values, so that we become a valued, responsive Council with a reputation for innovation and creativity.

## Recruitment Charter

### Our commitment to you as a job applicant

Clackmannanshire Council is an equal opportunities employer and is committed to promoting equality and social inclusion. The Council's aim is to ensure that unlawful or otherwise unjustifiable discrimination does not take place at any stage of recruitment.

- We will treat you in a polite, helpful and friendly manner at all times.
- When we contact you, we will give you the name, telephone number and email address of the member of staff who will deal with initial enquiries.

We will treat the information you provide in confidence and in line with our recruitment privacy notice. Only Human Resources staff and the recruitment panel will see your application form.

In accordance with General Data Protection Regulations and Data Protection legislation our recruitment privacy notice, included in this pack, provides information on how we process your personal information during and after the recruitment process and your rights in relation to this. We would ask that you read this document..

### Our recruitment Process

- You will receive an instant automated email acknowledging your on-line application has been successfully received by the Council
- We will normally advise you if you are being selected for interview or not within 2 weeks of the closing date for the post. (For certain posts where a Recruitment Committee or members of a School Board are involved, this timescale may be varied).
- We will give you reasonable notice of the date of the interview and if you are required to make a presentation to the interviewing panel a minimum of 1 week's notice will be given. Unless specified in the advert.
- If you have indicated you have a disability/been in the armed forces or corporate parenting and meet all the essential criteria as outlined in the job profile and tick the 'guaranteed interview' box on the application form, you will be invited to interview.
- The Council will make any particular arrangements you need to enable you to attend the interview, e.g. a location with ramp access, a sign language interpreter, information in large print, interpreter. If you have particular requirements, please contact the named individual on the accompanying letter for assistance to discuss your needs.
- Full-time jobs within the Council, other than those granted exemptions, are eligible to be considered for job share.
- We ask you to provide personal details on the Equal Opportunities questionnaire. This information is not revealed to the selection panel but used to monitor our recruitment process.
- The information you provide on your application form will play a vital part in deciding whether you will be called for interview. It is important that you complete the application form as fully and as accurately as

possible. (On occasion applicants do not give enough relevant information about themselves and their experience).

- If you notify us you are unable to attend for interview at the time requested, we will try where possible to make alternative arrangements. This will however depend on the urgency to fill the post and / or availability of panel members.
- We do ask that you bring original copies of your qualifications and documentary evidence of your right to work within the UK when you attend for interview.
- If you are the successful candidate we will take up a number of pre employment checks including contacting the referees you detail on your application form. All pre-employment checks will need to be satisfactory before any formal offer of appointment is made
- For certain posts where there is a requirement for a PVG check, for which the timescale for receipt can vary no formal offer of appointment will be made until clearance has been received. You should consider this when handing in notice from your current position.
- Where an applicant has accepted an offer of employment issued from the Council, but subsequently declines to enter into terms of employment, then the costs of any security checks or otherwise, that have been incurred by the Council may be recovered in full from the applicant
- If you have been unsuccessful at interview, we will normally advise you within 2 weeks. Feedback will be available from the chair of the selection panel if requested.
- We are committed to achieving the standards we have set and acting on feedback from our customers. We welcome your comments. Please write / e-mail to the address below.

**Contact:     HR Services  
                  Kilncraigs, Greenside Street  
                  Alloa  
                  FK10 1EB**

**e-mail:        [humanresources@clacks.gov.uk](mailto:humanresources@clacks.gov.uk)**

## Job Profile

This job profile sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

### Section A

Post Title: Principal Teacher

Initial Location: Primary School

In certain circumstances, during the course of your employment, you may be required to work either on a temporary or established basis at any of the Council's locations, or at other venues as advised, which will be within reasonable travelling distance. Where such a change is proposed this will be managed by a process of consultation.

Reports to post (Title): Headteacher

Service: Education

Date last updated: 27.05.22

Date if superseded:

### Grading Section

Eval Ref: N/A

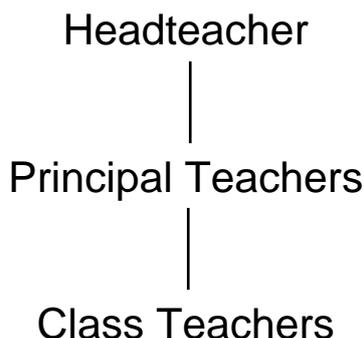
Post Number: N/A

Grade: PT

### Section B

#### ORGANISATIONAL RELATIONSHIP AND EMPLOYEE RESPONSIBILITY

This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. This also describes and responsibility for employees (if any).



## **Section C**

### **PRINCIPAL PURPOSE AND OBJECTIVES**

This section lists the main (headline) responsibilities/accountabilities of the job.

The Principal Teacher will be a member of the school's Leadership Team and will have delegated operational leadership and management responsibility within the whole school, ELC – P7. The Principal Teacher will have 0.8 fte responsibility for a class and 0.2 fte management and leadership allocation.

- Planning and delivering high quality learning and teaching which takes full consideration of both Equity and Excellence.
- Manage and lead school approaches to inclusion and play.
- Providing high quality coaching and mentoring for stage/level colleagues.
- Managing and leading the development of the priorities within the school improvement plan.
- Contributing to school self-evaluation.
- Contributing to the development and implementation of all whole school policies.
- Working in partnership with parents, specialist agencies and staff as appropriate.
- To act as a source of contact and communication in the case of the temporary absence of the Headteacher.

## **Section D**

### **MAIN DUTIES AND RESPONSIBILITIES**

This section provides detail of the main responsibilities/accountabilities. Individual tasks may be included. (Note these are illustrative and are not exhaustive).

- Build and develop effective high-quality relationships with children.
- Demonstrate a clear understanding of nurture, attachment, trauma informed practice and restorative practice.
- Model and share excellent learning and teaching.
- Set high standards which challenge and motivate pupils through innovative approaches.
- Build professional capacity in staff.
- Contribute to the wider life of the school.
- Demonstrate excellent communication skills.
- Build positive partnerships with parents and partners.
- Co-ordinate school approaches to inclusion, including the deployment of Learning Assistants and our flexible learning space.
- Co-ordinate and oversee our Staged Intervention processes.
- Work in effective collaboration with the Leadership Team and Support for Learning and Additional Support Needs staff.

## Section E

### KNOWLEDGE, SKILLS AND EXPERIENCE

This section details the knowledge and skills including any qualification, specific training or experience required.

#### **Essential:**

<b>Criteria</b>		<b>Means of Assessment</b> e.g. Application, Interview, Reference, Certificate
1.	GTC Standard for Full Registration.	Application/Certificate
2.	Evidence of effective contribution to a whole school initiative.	Application/Interview
3.	Teaching experience across most Primary stages.	Application
4.	Knowledge of current initiatives.	Application/Interview
5.	Evidence of inspiring and motivating others.	Application/Interview
6.	Involvement in promoting and achieving an ethos for effective learning.	Application
7.	Knowledge of and commitment to raising attainment and achievement.	Application
8.	Contributes to ensuring that education of the highest standard is delivered to all pupils.	Application
9.	Has participated in the development and implementation of a School Improvement Plan.	Application
10.	Demonstrates a commitment to self evaluation and contributes to quality assurance processes to improve outcomes for learners.	Application/Interview
11.	Demonstrates a knowledge and commitment to effective practices to include children and keep them safe.	Application/Interview
12.	Can demonstrate a range of effective strategies to promote positive behaviour.	Application
13.	Demonstrates experience of supporting children/young people with additional support needs.	Application
14.	Has good working knowledge of Staged Intervention procedures.	Application/Interview
15.	Evidence of engagement in a range of areas of school life.	Application
16.	Evidence of working with pupils, parents/carers, outside agencies and the wider community to improve outcomes for learners.	Application
17.	Involvement in presenting to a variety of audiences.	Application/Interview

**Desirable:**

<b>Criteria</b>		<b>Means of Assessment</b> e.g. Application, Interview, Reference, Certificate
1.	Additional qualifications or professional recognition.	Application/ Certificate
2.	Evidence of success in engaging all stakeholders in children's learning and the life of the school.	Application
3.	Experience of leading and managing a curriculum change or whole school initiative.	Application
4.	Able to evidence commitment to continuous change.	Application
5.	Demonstrates success in using quality assurances processes to improve outcomes for learners.	Application
6.	Contributes to staff development to improve outcomes for learners.	Application/Interview/Reference
7.	Evidence of raising standards of attainment and improving the overall quality of learners' achievements.	Application
8.	Actively involved in promoting school priorities and developing the full potential of children, staff and parents.	Application
9.	Able to evidence commitment to continuous change.	Application
10.	Has experience of co-ordinating and managing resources to support learners' needs.	Application
11.	Has experience of leading moderation and assessment at National and Local Authority level	Application
12.	Contributes to staff development to improve outcomes for learners.	Application
13.	Has experience of working with a variety of partners to support pupil learning.	Application/Interview
14.	Has made a significant contribution to an area of the Primary curriculum, learning and teaching or meeting the needs of all pupils including those with additional support needs.	Application/Interview
15.	Ability to promote effective teamwork and partnerships.	Application
16.	Experience of good communication in planning, organising and coordinating school activities.	Application
17.	Demonstrates an ability to seek, initiate and maintain links with the local and wider community.	Application

**Section F****WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS**

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions and any specific physical effort.

The post is mainly indoors based. An element of external pupil supervision will be required.

## **Section G**

### **PHYSICAL CO-ORDINATION**

This section details the predominant demand for physical skills and co-ordination required to undertake this job. For example: operation of hand tools, keyboard skills, driving and other equipment.

The post does not require particular physical skills.

## **Section H**

### **MENTAL SKILLS**

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

Able to develop and implement appropriate learning experiences to meet the needs of pupils.

Able to flexibly adapt to the changing demands of learning and teaching.

## **Section I**

### **CONCENTRATION**

This section details the work related pressures which may make concentration more difficult and also the responsiveness required of the job holder. For example: Service related deadlines, internal/external deadlines, conflicting demands.

The demands of the job will involve significant levels of concentration when working with young people.

Deadlines set internally and externally by for example headteacher and parents will require to be met.

The ability to prioritise and have excellent time management skills are a clear aspect of the job.

## **Section J**

### **COMMUNICATIONS SKILLS AND DEALING WITH RELATIONSHIPS**

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact and explains the nature of the communication and level of skill required by the post holder. E.g. dealing with complaints, clients etc.

The postholder is expected to:

Develop and maintain positive partnerships with parents, children, other services and agencies to embrace the agenda of lifelong learning.

Ensure that high quality liaison and consultation take place with pupils and parents/carers.

Teachers will be expected to communicate effectively with parents/carers, pupils, staff and other professional colleagues from within the Council.

Internal: Headteacher, Teaching Staff, Support Staff.

External: Parents, external partners including other schools and Education staff.

## **Section K**

### **PHYSICAL ASSETS, DATA AND FINANCIAL RESOURCES**

This sections details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data** e.g. computers, record keeping **financial** the direct/indirect responsibilities for financial resources, from handing cash and cheques, through processing invoices and other financial transactions, to accounting for financial resources and budgetary activities.

The postholder will be responsible for the safe keeping of any equipment provided to deliver the curriculum.

The postholder has a duty to comply with all data protection legislation particularly in relation to pupils data.

## **Section L**

**(Max predominant top 3)**

### **INITIATIVE AND INDEPENDENCE**

This section details the problems which the post holder must deal with in the course of normal working, the decisions which the jobholder is able to take, and the extent to which advice and guidance is available (Note, these are illustrative and are not exhaustive).

Able to develop and implement appropriate learning experiences to meet the needs of pupils.

Able to flexibly adapt to the changing demands of learning and teaching.

**Section M****EQUAL OPPORTUNITIES**

Staff are expected to promote equality of opportunity.

As a member of staff, you will be expected to uphold and promote the Council's policy commitments to equality and diversity and its legal obligations under the Equality Act as well as ensuring the fair, equitable and non-discriminatory treatment of service users, colleagues and partners.

**Section N****HEALTH AND SAFETY**

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care of their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and current and appropriate codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and must comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.