

Recruitment Pack



EAST RENFREWSHIRE COUNCIL

DEPUTE HEAD OF CENTRE POST 1 – CALDERWOOD LODGE FAMILY CENTRE

POST 2 – CROOKFUR FAMILY CENTRE

ERN06299

EXTERNAL

CONTENTS

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Job Description

Person Specification

This Recruitment Pack should contain all the information you require to complete your application.



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DEPARTMENT:	Education
JOB TITLE:	Depute Head of Centre
JOB STATUS:	Full Time
DURATION:	Permanent
NUMBER OF VACANCIES:	2
GRADE:	11
HOURLY RATE:	£26.65 - £29.14
ANNUAL SALARY:	£48,633 - £53,177
HOURS PER WEEK:	35
WORK PATTERN:	A variety of shifts between 8am – 6pm to meet the operating times of the family centre
LOCATION:	Post 1 – Calderwood Lodge Family Centre Post 2 – Crookfur Family Centre

The successful applicants will be a highly motivated and dynamic individual with extensive experience in early years education and child care. They will lead and support staff to provide and maintain a standard of service which successfully integrates high quality childcare practice and early education for young children and their families in the community.



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The post holder will support and promote inclusion and undertake specialist supervisory tasks as determined by management.

This post is considered Regulated Work with Children, under the Protection of Vulnerable Groups (Scotland) Act 2007. It is an offence therefore to apply if you are barred from working with children. In addition to this, if you have lived or worked in any country outside the UK in the past 10 years, there may be a requirement for an overseas police check.

This post requires Scottish Social Services Council (SSSC) registration. You must currently have registration or eligibility to apply from commencement of employment (you must apply to register within the first 3 months of employment to ensure registration is complete within 6 months of starting in your role).

For details of our employment policies and terms and conditions, please visit our Council Careers page <https://eastrenfrewshire.gov.uk/careers>

East Renfrewshire Council has launched a new 15-year Community Planning Partnership vision called 'A Place to Grow'. Please follow this link <https://eastrenfrewshire.gov.uk/placetogrow> to watch a video and read our full plan which sets out our shared hopes and aspirations between now and 2040 so that East Renfrewshire is a place where everyone can flourish, thrive and grow.

Please note – all applicants will be asked to provide proof of their right to work in the UK, and any offer of employment will be conditional upon verifying documentary evidence before employment commences. Further information can be found here: <https://www.gov.uk/prove-right-to-work>

Please note - East Renfrewshire Council does not provide Visa sponsorship.

References – during your application form completion you must provide details of a minimum of 2 referees, 1 of which should be your most recent or current employer. It is also a requirement that the referees are your previous/current managers and are not the details of work colleagues operating at the same level as you or personal referees. Please note only work email addresses for referees will be accepted. Please contact hrdirect@eastrenfrewshire.gov.uk with any questions.

Pension Scheme

Employees with a contract of employment for 3 months or more are automatically included in our Local Government Pension Scheme which is a career average scheme. Pension contribution rates are based on a tiered system determined by your annual full time equivalent pensionable pay. Further details can be found in the



attached document General Information for Applicants or via the Strathclyde Pension Fund website [Local Government Pension Scheme \(LGPS\) Guidance](#)

Recruitment Dates

Closing date for applications: midnight on Sunday 17 May 2026

Shortleet date: 21/05/26

Interview date: 01/06/26

If you would like an informal discussion about the post, please contact:

Post 1 – Calderwood Lodge Family Centre

Jacqueline Dunn, Head teacher on 0141 570 7060 (No agencies please).

Post 2 – Crookfur Family Centre

Sheena McGuigan, Head teacher on 0141 570 7120 (No agencies please).

Recruitment Communication

As you are applying for this post on-line you will receive an automatic e-mail receipt once you have submitted your form.

You should also note that all communication will be sent electronically to the email address you provide on your form. This can include the following:

- Email notification advising of outcome of shortlisting
- Invite to interview email
- Conditional offer email
- Full employment contract

Given the nature of the above correspondence you should ensure that the email address you provide is secure and relevant (i.e. not public or work related if possible)



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Payslips

The council provides electronic payslips online through our employee self-service portal. Successful applicants will be provided with a login to the self-service portal to access their payslip.

Guaranteed Interview Scheme

Disability Confident

If a disabled applicant can clearly show in their application that they meet the essential criteria for the job (as shown in the person specification) they will be given the opportunity to demonstrate their abilities at interview.

Care Experienced Children and Young People – Looked After Children

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and they have either been in the care of their local authority i.e. been in foster care or in residential care etc. and they are under the age of 29 years old they will be given the opportunity to demonstrate their abilities at interview.

Veterans

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and can demonstrate in their work history they are a Veteran of the armed forces who has left or is leaving service then applicants will be given the opportunity to demonstrate their abilities at interview.

Trainee Roles or Modern Apprentices

For modern apprentices or traineeship roles where the applicant is an East Renfrewshire Council resident or school leaver, they will be guaranteed interview if the applicant clearly shows in their application that they meet the essential criteria for the job.



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Equalities

East Renfrewshire Council is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

We offer a range of family friendly, inclusive employment policies, and employee benefits to support staff from different backgrounds.

East Renfrewshire Council has committed to implement the key recommendations of the Scottish Parliament's Equalities and Human Rights Committee's Race Equality, Employment and Skills: Making Progress report.

Application Guidance

For help on completing East Renfrewshire Council's Local Government application form, we have provided guidance on our Careers webpage under the Applying to Work for Us section which can be found here

- <https://www.eastrenfrewshire.gov.uk/careers>

Please fill out the application using your own words, based on your own experiences. We ask that candidates do not use AI tools to complete recruitment application forms. We value authenticity and are genuinely interested in reading candidates personally written applications. If it looks like your application was created using AI, we may not be able to consider it unless you've told us in advance and we've agreed this as part of a reasonable adjustment.

Privacy Notice

If you would like more information about how we handle your data please read our Privacy Notice which can be found here:

<https://www.eastrenfrewshire.gov.uk/hr-privacy-notice>



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JOB DESCRIPTION



Department: Education

Division/Section: Early Learning and Childcare

Job Title: Depute Head of Centre

Responsible to: Head Teacher

Grade: 11

Date Revised: August 2007

Principal Functions: To work as part of the senior management team to provide a high quality early learning and childcare service for children 0-5 years and their families within the community.

Main Duties: To observe and implement the policies of East Renfrewshire Council.

To assist in the development, implementation, evaluation and monitoring of a developmentally appropriate play based curriculum for very young children complying with all curricular guidelines.

Establish welcoming, respectful, inclusive and positive relationships with children and parents.

Support and develop parental participation programmes and involve all parents in their child's learning in ways that are meaningful to individual families.

Liaise with other colleagues and professionals e.g. Social Workers, Health Workers, Educational Psychologists, schools, Care Inspectorate, QIO team and partnership providers.

Undertake all child protection procedures including reporting at children's hearings, core groups and LAC reviews.



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Be aware of the needs of all children particularly those who require special care i.e. additional needs and / or medical conditions. Ensure review meetings and updated children's wellbeing plans for all children who require them.

Embrace distributive leadership and support staff to take on leadership roles and become leaders of learning within the centre.

Be highly professional and a role model of good practice at all times.

Lead on transitions for children moving to new settings.

Lead on all health and safety requirements.

Co-ordinate home visits and ensure that children's initial care plans/extended care plans are accurate, up to date and reflect the child/family need.

Lead staff meetings/training sessions and make positive contributions to the Family Centre Improvement Plan.

Undertake all duties involved with the centre's Joint Support Team.

Be actively involved and contribute to authority lead/cluster working groups.

Actively take part in continuous professional development.

To undertake all duties involved with the PRD process.

To implement all authority guidance on maximising attendance /discipline and grievance procedures.

Support staff in the implementation of agreed programmes of experiences for children attending the Family Centre.

To co-research with parents to continually improve the experiences offered to children.

To supervise and participate in the training of child development officers, East Renfrewshire young apprentices, work experience pupils and student nurses.

To co-facilitate training within the authority as required.



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PERSON SPECIFICATION

POST OF: DEPUTE HEAD OF CENTRE		SERVICE: EARLY LEARNING & CHILDCARE	
GRADE: 11		DEPARTMENT: EDUCATION	
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS BA Childhood Practice (or equivalent) as recognised by SSSC. Current registration as a manager with the Scottish Social Services Council (SSSC) or eligibility to apply from commencement of employment. Evidence of continuing professional development Additional relevant qualifications	√ √ √	√	Application Form / Verification of Documents
RELEVANT WORK/ OTHER EXPERIENCE Extensive experience working with children aged 0-5 and their families. Able to plan, implement and evaluate an appropriate curriculum – learning through play Experience working with vulnerable children and their family, including those with additional support needs. Presently employed in a promoted post in an Early Learning and Childcare setting	√ √ √ √		Application Application / Interview Application / Interview

Extensive knowledge of Realising the Ambition, Curriculum for Excellence, learning approaches/nurture for children aged 0 to 5	√		Application / Interview
Experience of self-evaluation using Health and Social Care Standards, and HGIOELC?	√		Application / Interview
Experience of applying the Health and Social Care Standards and GIRFEC principles	√		Application / Interview
Experience of managing the implementation of a major whole school/centre development		√	Application / Interview
SKILLS AND ABILITIES			
Ability to relate to parents / carers – good observation, recording and planning skills	√		Interview
Able to work and lead a team	√		Interview
Experience of working with partner agencies to achieve the best outcomes for children and families	√		Interview
Effective report writing skills	√		Application
Strong communication and interpersonal skills	√		Interview
IT or information system knowledge		√	Application
PERSONAL QUALITIES			
Flexible and Responsive	√		Interview
Committed and passionate about early learning and care	√		Interview

Able to take Initiative	√		Interview
Ability to lead, motivate and manage people	√		Interview
LEADERSHIP COMPETENCIES			
Encourages, supports, empowers, coaches and mentors teams and individuals	√		Interview
Ensures quality and safety standards are upheld	√		Interview
Acts with integrity, respect and flexibility in responding to a diversity of individuals and groups	√		Interview
Continually seeks to improve practice and knowledge through research and reflection	√		Interview
Ensures organisational readiness for change through aligning values, structures, systems, skills, style, staff and strategy	√		Interview
PERSONAL QUALITIES			
Enthusiastic positive attitude toward integration	√		Interview
Good communication skills	√		Interview
Mature attitude able to contribute to a positive ethos	√		Interview
Adaptable to change	√		Interview
Self-starter and motivational towards others	√		Interview

ADDITIONAL JOB REQUIREMENTS			
Attend in-service courses	√		Interview
Attend evening meetings	√		Interview
Lead staff meetings	√		Interview



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