

EAST RENFREWSHIRE COUNCIL

HEAD TEACHER

(ST CLARE'S PRIMARY SCHOOL)

ERN06309

EXTERNAL



Recruitment Pack

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

ADVERTISEMENT



EDUCATION DEPARTMENT

POST:	Head Teacher
DURATION:	Permanent
REF:	ERN06309
GRADE:	PT8
SALARY:	£83,268 (salary effective from August 2026)
HOURS:	35 hours per week
LOCATION:	St Clare's Primary School

St Clare's Primary School is situated in Newton Mearns. The school has a current roll of 446 pupils. St Clare's Primary School has excellent links with St Ninian's High School, the associated secondary school.

Applicants for the above post should be able to demonstrate the necessary skills and experience to take the school forward within the context of one of Scotland's highest performing local authorities.

[View St Clare's Primary School's Sway Profile](#)

Teachers who apply for a post in a Roman Catholic school are required to seek RC Church Approval at the time of applying for a post. Details on applying for RC Approval can be found here <http://scs.org.uk/church-approval>

A link to the General Teaching Council (Scotland) Professional Standards Registration can be found here: [GTCS Standards](#)

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.

As an employer, we are committed to promoting and protecting the physical and mental health of all our employees.

This post is considered Regulated Work with Children, under the Protection of Vulnerable Groups (Scotland) Act 2007. It is an offence 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.

Recruitment Dates

Closing date for applications: midnight on Sunday 17 May 2026

Shortleat date: Week beginning Monday 18 May 2026

Assessment Centre: Friday 29 May 2026

School visit: Monday 08 June 2026

Interview date: Thursday 11 June 2026

If you would like an informal discussion about the post, please contact Janice Collins, Head of Education Services (Quality Improvement), on 0141 577 3204.

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)



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.

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.

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.

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>

JOB DESCRIPTION - Head Teacher



RESPONSIBILITIES

“A Teaching Profession for the 21st Century” sets out the outline duties of a Head Teacher.

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 Director of Education. The Head Teacher shall be accountable to the education authority for the following list of duties and for such duties as can reasonably be attached to the post:

- (a) Responsibility for the leadership, good management and strategic direction of the school
- (b) Responsibility for school policy for the behaviour management of pupils
- (c) The management of all staff, and the provision of professional advice and guidance to colleagues
- (d) The management and development of school curriculum
- (e) To act as adviser to the Parent Council and to participate in the selection and appointment of the staff of the school
- (f) To promote the continuing professional development of all staff and to ensure that all staff have an annual review of their development needs
- (g) Working in partnership with parents, other professionals, agencies and schools
- (h) To manage the health and safety of all within the school premises

KEY DUTIES ASSOCIATED WITH SPECIFIC AREAS OF RESPONSIBILITY

Leadership, Management and Strategic Direction of Colleagues

- Participate as required in the recruitment and selection of staff
- Ensure that effective arrangements are in place for the review and development of all staff
- Consult fully with staff on the development and evaluation of school policy
- Establish effective channels of communication with all staff
- Ensure that effective arrangements are in place for staff development
- Assess and monitor the effectiveness of staff in consultation with relevant colleagues and provide reports as required
- Ensure effective arrangements are in place for supporting newly qualified teachers, and student teachers on initial teacher training
- Implement within the school all relevant conditions of service, including disciplinary and grievance procedures
- Promote the health, safety and welfare of staff



Curriculum Development and Quality Improvement

- Ensure that effective quality improvement procedures are in place
- Manage and develop the curriculum in accordance with the policies of the authority, taking account of relevant national advice
- Ensure that the progress of pupils is monitored, recorded and reported to parents/guardians
- Ensure the development of an overall policy for pupil support and establish effective structures for its implementation
- Ensure the development of effective teaching and learning

Whole School Policy and Implementation

- Formulate clear aims for the school within the framework of the council's corporate strategies and education department priorities and develop policies to ensure their achievement
- Ensure the communication of these aims and policies to all staff, pupils, parents and other users of the school
- By encouraging and promoting development of the corporate life of the school, create an ethos conducive to healthy relationships, high morale, collegiate working and effective learning
- Overall responsibility for the development, implementation and monitoring of all aspects of the School Plan
- Ensure that appropriate arrangements are in place for the management of the school budget and any other school finances, including proper procedures to account for these
- Ensure that policies are in place to guide the requisitioning, use and protection of all resources, including teaching materials, equipment and accommodation
- Ensure that procedures in line with current legislation are observed in relation to the health and safety of all users

Working with Partners

- Act as principal professional adviser to the Parent Council
- Foster among pupils, parents and staff and other users of the school an awareness of the school as a community with which they can all identify
- Seek opportunities to link the work of the school with that of the wider community of which it is part, emphasising the mutual benefits to be gained from such links
- Foster effective working with colleagues in the associated school cluster
- Act as the school's official correspondent with the authority itself and with interested groups such as other departments of the council, external agencies, other schools, parents and the wider community
- Contribute more generally to the work of the education authority as required, for example by participating in working groups formed by the authority

ACCOUNTABILITY

The Head Teacher is accountable to the education authority through the Director of Education.

SALARY

The salary of a Head Teacher will be determined by applying the job-sizing toolkit agreed by the Scottish Negotiating Committee for Teachers (SNCT).

PERSON SPECIFICATION – Head Teacher



POST: Head Teacher		SCHOOL : St Clare's Primary School	
	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS / ACCREDITATION	As required by GTCS including Into Headship or equivalent Standard for Headship qualification Roman Catholic Approval required from commencement of post.	Additional post-graduate qualification.	Application form
WORK HISTORY	Experience as a Depute Head Teacher in a school.		Application form
WRITTEN COMMUNICATION SKILLS	Correct use of English grammar, punctuation and spelling. Well crafted and relevant, succinct and coherent.	Limited use of acronyms but when used they should be explained in full. Application form free from jargon.	Application form

COMMUNICATION SKILLS	Ability to communicate fluently and effectively in all modes, at all levels and to a variety of audiences. • ability to build effective relationships and shape effective organisational communication • skill in building effective partnerships with Cluster schools, young people, parents, carers, colleagues and the community	Skills in working with the media in promoting the school and its achievements.	Application form and interview
STRATEGIC VISION, VALUES AND AIMS (A)	Proven abilities to lead, create and share a strategic vision and aims for the school.	Skill in promoting equal opportunities.	Application form and interview
STRATEGIC VISION, VALUES AND AIMS (B)	Successful experience in applying an up to date knowledge and understanding of research in learning and teaching to secure improvement.		Application form and interview
STRATEGIC VISION, VALUES AND AIMS (C)	Commitment to and understanding of issues related to inclusion.		Application form and interview
PROFESSIONAL KNOWLEDGE AND UNDERSTANDING (A) Leadership and Management	Experience and skills in school self-evaluation and improvement strategies, use of tools for data collection and analysis and use of evidence to support sound judgement.	Ability to understand and use information and communication technology to assist management and administration of a school.	Application form and interview

PROFESSIONAL KNOWLEDGE AND UNDERSTANDING (B) Education policy, schools and schooling	Proven record of ability in leading change effectively Commitment to whole school policy development	Experience of involving parents in school initiatives	Application form and interview
PERSONAL QUALITIES (A) Demonstrating self-awareness and inspiring and motivating others	Ability to solve problems creatively Ability to promote ambition	Evidence of multi-agency working Ability to build a participatory ethos	Application form and interview
PERSONAL QUALITIES (B) Judging wisely and deciding appropriately	Experience in: • effective decision making and analysis of risks and problems • ability to monitor and evaluate the use of resources, including staff to support implementation of school policies and secure value for money	Ability to demonstrate efficient operational management	Application form and interview
PROFESSIONAL DEVELOPMENT	Has undertaken a range of appropriate, meaningful and influential development of the curriculum	Ability to demonstrate self-awareness and inspire and motivate others Participation in working groups at an authority level	Application form and interview
OTHER RELEVANT INFORMATION			