



GEORGE HERIOT'S SCHOOL

Founded 1628

Appointment of
PRINCIPAL TEACHER OF GEOGRAPHY
(Head of Department)

For August 2011

Applications are invited from suitably experienced, enthusiastic and committed teachers for this important position of departmental leadership in one of Scotland's leading independent schools. Applications will be welcome both from those who are currently in promoted posts and from those with suitable experience who are seeking promotion. The successful candidate will take up post in August 2011.

The School

The beginnings of George Heriot's School go back to 1628, when George Heriot, jeweller and goldsmith to King James VI, bequeathed the majority of his estate for the founding of a 'hospital' in his native city, whose purpose was to be the upbringing and education of fatherless sons of Edinburgh burgesses. The Foundation has continued without interruption to the present day, and the present roll includes around 70 boys and girls who attend Heriot's as Foundaioners.

Today George Heriot's flourishes as an independent, co-educational day school catering for around 1600 children from Nursery to Sixth Year. It has long been regarded as one of Scotland's leading schools and it enjoys a high reputation for its academic standards, pastoral care and extra-curricular life. The School is attractively situated in its own grounds close to the city centre and within easy walking distance of bus and rail terminals. A number of bus routes also service the School. Edinburgh Castle forms a magnificent backdrop, and Edinburgh's flourishing financial centre, the University of Edinburgh, the College of Art, the National Library and the Royal Scottish Museum are located close by. The original building has been carefully preserved and, as a historic monument, is open at certain times to the public during school holidays. Over the years a succession of new buildings and upgradings has provided the full complement of educational facilities. The most recent additions include a Nursery, a Junior School extension, and an ICT Resource Centre and the School has recently acquired the former Grassmarket Campus of the Edinburgh College of Art, which lies immediately adjacent. Plans for the development of the School's facilities include a new sports hall, which is

currently under construction on the Grassmarket Campus. Similarly, improvements and additions have been made to provide excellent sports fields and facilities at Goldenacre. The School has sole use of an outdoor centre in the Scottish Highlands.

Further information on the School can be obtained from the School's website at www.george-heriots.com.

The Post

As Head of Department the Principal Teacher is responsible for the effective leadership and management of the Department in all its aspects, including the key areas of curriculum development and delivery, policy and administration, management of resources, ethos and discipline, and staff development within the Department. The line manager of subject Principal Teachers is the Director of Studies.

In addition to excellent proven teaching skills, the successful candidate will demonstrate a sound understanding of current curricular issues in Scottish education in general and those relating to the teaching of Geography in particular. He/she must be able to:

- articulate the place of Geography in the curriculum and what Geography should seek to achieve in a child's education;
- show a vision for the further development of the Department at Heriot's;
- be adaptable and flexible and able to manage change in pursuing a high quality provision of Geography at Heriot's;
- demonstrate leadership and management skills of a high order. A commitment to quality assurance and staff development will be particularly important.

The Geography Department comprises seven members of staff (including some part-time). It occupies a suite of spacious, well-equipped rooms in the School's Lauriston Building. Geography is taught as a discrete subject in the common curriculum for all pupils in S1 and S2, and the examination years for Intermediate 2, Higher and Advanced Higher. Geology is also available in S6 at Intermediate 1 / 2 and Higher, and the Department shares the delivery of Intermediate 2 Managing Environmental Resources with the Biology Department. Considerable emphasis is laid on fieldwork and several excursions a year are organised. The Department has an excellent academic record and it is a popular subject option for pupils. Further information on the Department can be found on the Heriot's website in the Curriculum pages under Senior Curriculum/Departments.

All staff are expected to participate and contribute to the School's extra-curricular programme. The School has an impressive range of extra-curricular activities, including games and sporting activities, a large number of clubs and societies, the CCF and the Duke of Edinburgh's Award Scheme. These are an important part of the School's philosophy of educating the whole child, and they greatly enrich the life of the School. The ability and willingness to assist with the coaching and refereeing/umpiring of team games would be particularly advantageous but it is open to candidates to indicate the activities to which they could contribute.

Terms and Conditions

- a) Applicants must currently be registered or eligible for registration with the General Teaching Council for Scotland.
- b) The person appointed will be party to a Contract of Employment between him/herself and the Governors of George Heriot's Trust.
- c) Salary is based on the SNCT Scottish national scales with a Heriot's enhancement.
- d) The position is pensionable under the Scottish Pensions Agency teachers' scheme.
- e) In accordance with the provisions of the Protection of Children (Scotland) Act 2003, the appointment is subject to an Enhanced Disclosure and check against the Disqualified from Working with Children List. The post is exempt from the Rehabilitation of Offenders Act 1974 by the Exclusions and Exceptions Scotland Order 2003 and the Police Act 1997 (Criminal Records) (Scotland) Regulations 2006, and candidates will be asked to disclose all convictions (spent and unspent), cautions and any relevant non-conviction information.
- f) Residential accommodation is not provided.
- g) George Heriot's School is a non-smoking campus.
- h) Parking on site cannot be guaranteed.

Appointment Procedure

Applications should be submitted by letter, to the Headmaster at the address below, enclosing a CV.

A completed copy of the Self Declaration form appended below is also required, together with the names, addresses and, if possible, email addresses of two referees. Please also tell us where/how you became aware of the vacancy. Letters of application and CV's may be submitted in electronic form, but the Self Declaration form, which requires a signature, must be submitted as hard copy.

Applications should be submitted as soon as possible and not later than Wednesday 2nd February 2011.

The appointment procedure will involve interviews with a long-list of candidates followed by short-list interviews, in the weeks beginning 21st February and 28th February 2011.

George Heriot's School, Lauriston Place, Edinburgh EH3 9EQ

Tel: 0131 229 7263 Fax: 0131 229 6363 email: enquiries@george-heriots.com

George Heriot's Trust is a Charity registered in Scotland – Number SCO11463

George Heriot's School

Criminal Conviction Self Declaration Form – Childcare Position

Private & Confidential

The post that you have applied for is exempt from the Rehabilitation of Offenders Act 1974 by the Exclusions and Exceptions Scotland Order 2003 and the Police Act 1997 (Criminal Records) (Scotland) Regulations 2006. You are therefore required to disclose all convictions (spent and unspent), cautions, and any relevant non-conviction information.

Please give details regarding any convictions and cautions in **Section 1**.

Please give details of any relevant non-conviction information in **Section 2**.

If you have **no** convictions, cautions, or relevant non-conviction information please enter N/A in each of the sections below, then go to **Section 3** and sign the declaration form.

Should you be appointed for the position applied for you will also be required to provide an Enhanced Disclosure under the terms of the Police Act 1997 (Part V).

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Section 1

- a) **Please give the date and details of the conviction(s) that you were charged with, the sentence that you received and the court where your conviction(s) was heard.**

- b) **Please give details of the reasons and circumstances that led to your offence(s).**

- c) **Please give details of how you completed the sentence imposed, (for example did you pay your fine as required, what conditions were attached to your probation/community service/supervised attendance order, did you comply with the requirements of your order/custodial sentence etc.**

d) Has any other organisation(s) supported you to work through any of the above issues?

e) What have you learned from the experience?

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Section 2: Relevant Non-conviction information:

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Section 3

Declaration (I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal).

Name:

Post applied for:

Signature:

Date:

Please seal this form in a separate envelope marked confidential and return with your completed application. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process. Information about an applicant's criminal record will only be looked at for those who have been short-listed and invited for interview. Information about applicants who have not been invited for interview will be destroyed unseen.