

# DUNDEE

## Recruitment Pack

East End Community Campus - Campus Leader/Head Teacher

Dundee City Council

EAST END CAMPUS

Dundee is a dynamic, ambitious city with a remarkable history and an exciting future.

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# Welcome from the Chief Executive

Thank you for your interest in this role.

We are a council with big ambitions because we want the best for all our citizens. We want Dundee to be the best place to grow up, study, work and live long and happy lives.

Dundee has transformed itself into a growing city on a journey of major economic, social and cultural development, including its world renowned £1bn Waterfront development with V&A Dundee at its heart. Further opportunities lie ahead such as the £300 million Tay Cities Deal, the Michelin Scotland Innovation Parc, a Life Sciences Innovation District and the Eden Project - all examples of Dundee's bold and creative ambition. As a result, Dundee has been named as one of the world's top "places of the future".

The Council has a vital role in enabling transformational change to meet the needs of the city and at the same time maintain the financial sustainability of local services. We continue to work with partners, businesses, citizens and communities to tackle challenges and grasp opportunities.

Many uncertainties still remain about the impacts of the UK withdrawing from the EU, the COVID-19 pandemic and now the cost of living crisis. We pay particular attention to the impact on the local economy; on the funding of employability, social inclusion, regeneration and support for key business sectors; and on the work of our universities and colleges, which play such a key role in the city.

As a Council, we provide best value and are committed to continuing to change for the future. Given the ongoing financial uncertainties we need to look again at how we design and deliver our services. That will also affect how we design our budgets and income, our service structures and workforce planning to ensure that we are working in the most efficient, effective and innovative ways.

Our success is reliant on our employees who are motivated, innovative and productive. Our workforce deliver services confidently and competently, with the right skills, knowledge and values.

In return for your leadership, we offer a friendly and welcoming place to work with a talented team of staff and a competitive salary and benefits package.

If you have the drive, skills and experience to contribute and influence I would be delighted to receive your application.



**Greg Colgan**  
Chief Executive, Dundee City Council



# Dundee City

Dundee is a modern, vibrant city which is continuing to transform culturally.

It is a leader in many fields including life sciences, technology, gaming, digital media, art and design and is developing capacity in the green jobs sector.

Particularly after the opening of the V&A Dundee, it is increasingly becoming a tourist destination for Scottish, UK and international visitors. Dundee was Scotland's first Fair Trade City, the UK's first Living Wage City and the UK's first UNESCO City of Design. Dundee has been named as one of the world's top "places of the future" in a report examining how new technologies will create jobs. The 21 Places of the Future report looks for where new jobs will appear, hotbeds of innovation and ideas, and affordable and enjoyable places to work – places "where the future is being built right now."

Dundee is well positioned for the future with two globally renowned universities in the city and St Andrews close by.

Dundee has an international reputation for using culture and creativity as a catalyst for building resilient and robust communities. Our strong history of cultural investment means Dundee is a vibrant place which harnesses its creativity and cultural richness to support



the engagement, ambition, achievements and wellbeing of its citizens.

Diversity is welcomed with opportunities for worship in a wide range of faiths including Christianity, Buddhism, Hinduism, Islam, Judaism and Sikhism, as well as multi-denominational institutions, which welcome people of all faiths or none.

As well as being Scotland's sunniest city Dundee is a place that is friendly, fascinating and easy to reach. All persuasive factors when deciding where to live and work.





# Dundee is a great place to live and work



Beautiful scenery with seaside, mountains and forests so close you can visit them all in one day.



Compact you can easily walk or cycle around the city.



26 mile cycle route around the city.



Scotland's Sunniest city.



Variety of outdoor activities easily available including watersports, skiing, skateboarding, golf and mountain climbing.



Steeped in history, there is a lot to explore.



Home to some of the best museums in Scotland.



UK's first UNESCO City of Design.



Cost of living is cheaper than other Scottish cities.



House prices are more affordable than in any other Scottish city.



You can fly to London from Dundee Airport in an hour or travel to Edinburgh International Airport in an hour.



Excellent schools, colleges and universities with highly ranked graduate prospects.







# Dundee City Council

Dundee City Council is a democratically elected body for the Dundee area with 29 elected members representing 8 wards.

The Dundee City Council area is geographically the smallest local authority area in Scotland with a population of 147,720. We also serve as the regional centre for approximately 500,000 people in the surrounding areas of Perth & Kinross, Angus and Fife.

We deliver services aimed at providing a better quality of life for the people of Dundee. We are also one of the largest employers in the city with 6,706 employees.

We have a strong local and national reputation for providing good quality and effective services to our citizens through our strategic services areas and partners. We have performed well, despite the significant financial challenges, the pandemic and increased demand for our services.

It is our vision to continuously improve service delivery and to support and enable initiatives which make our services more accessible, more convenient, more operationally effective and cost effective.

Our employees are our biggest asset.



# Our Council's Vision, Values and Key Priorities

The City Plan and Council Plan are two key documents which spell out the Dundee Partnership's vision for the future of the city and the Council's key priorities.



The City Plan sets out ambitious but realistic targets for improving a range of outcomes across the partnership agenda, while the Council Plan details the local authority's targets and actions for making improvements on its priorities.

Dundee City Council fully endorses the shared vision for our city set out in the Dundee Partnership's City Plan 2022-2032. This reflects a consensus in the city which we can all work towards and is set out as follows:



# Our Council's Vision, Values and Key Priorities (continued...)

To achieve the vision, we have selected five priorities to focus on for the next five years and to underpin our bold and ambitious culture to encourage everyone at Dundee City Council to live by these values and deliver on these priorities.



# Our values

## Living our Values

Be open and honest	Be fair and inclusive	Be innovative and transforming	Be constantly learning
<ul style="list-style-type: none"><li>• Develop our talent</li><li>• Have a full engagement with our workforce</li><li>• Encourage feedback</li><li>• Develop our workforce information and analytics to aid decision making</li><li>• Manage workforce change</li></ul>	<ul style="list-style-type: none"><li>• Promote diversity, inclusion and difference</li><li>• Provide an Employee Wellbeing Service</li><li>• Ensure healthy and safe working practices</li><li>• Encourage 2-way conversations</li><li>• Demonstrate respect and dignity</li></ul>	<ul style="list-style-type: none"><li>• Encourage curiosity</li><li>• Open to suggestions and change</li><li>• Share new ideas, thinking and practice</li><li>• Be evidenced based in our decisions</li></ul>	<ul style="list-style-type: none"><li>• Identify and deliver future skills</li><li>• Use Learning to improve our work</li><li>• Have Coaching Conversations</li><li>• Encourage reflective learning</li></ul>

# Benefits of working with us

## Home/Work benefits

- Enhanced Occupational Maternity/Adoption Pay
- Flexible Working
- Family Friendly Workplace
- Secure employment
- Work/life balance
- Phased Retirement Scheme
- Death in Service Payment

## Financial benefits

- Credit Union
- Teachers will automatically become a member of the Scottish Teachers Superannuation Scheme
- Staff Benefits Scheme (including bikes, cars, dental and lifestyle savings)

## Career development benefits

- Career Long Professional Learning (CLPL)
- Career progression opportunities
- Career change opportunities



## Wellbeing support benefits

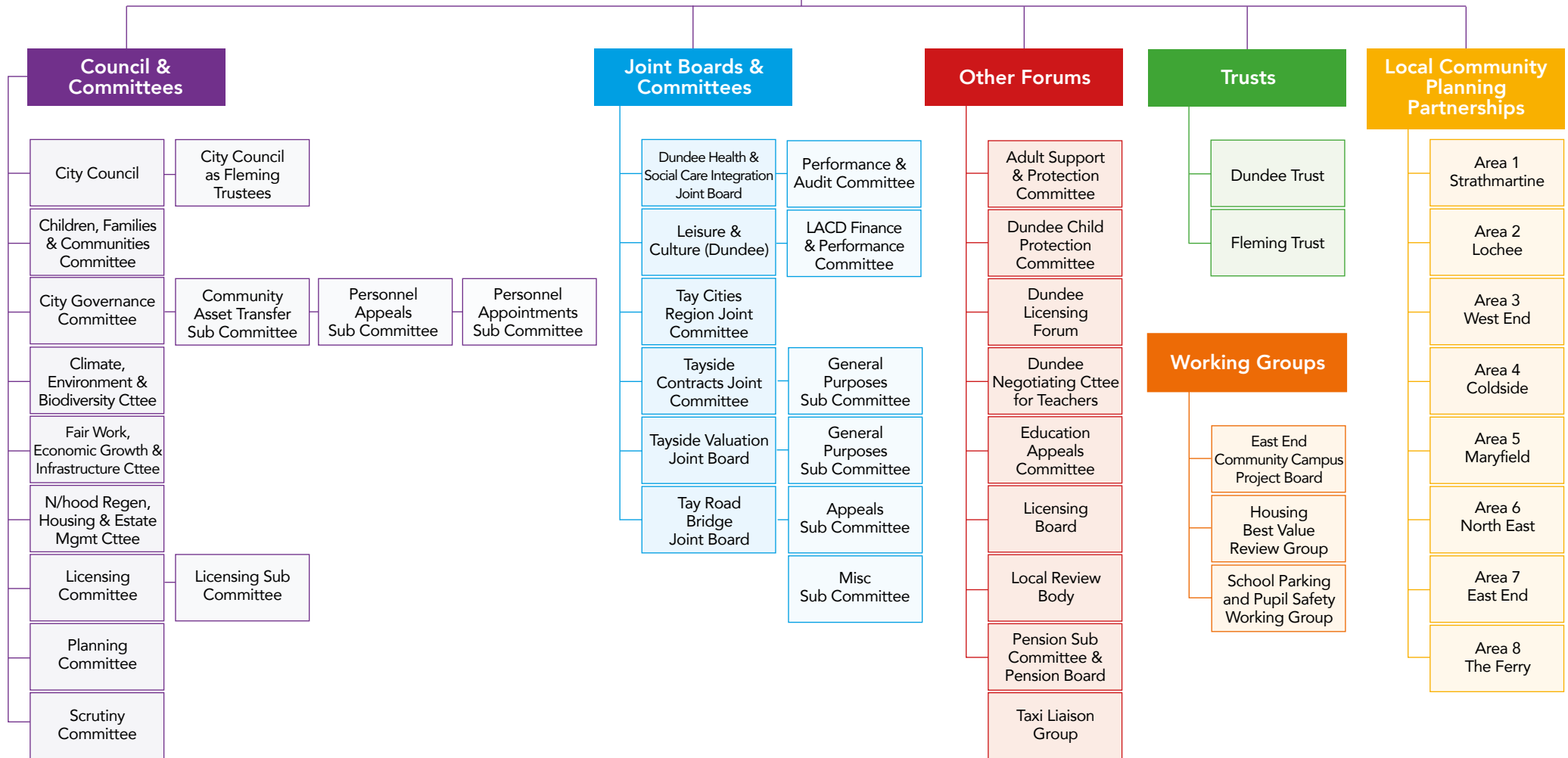
- Attendance support
- Counselling Service
- Occupational Health Service
- Occupational sick pay
- Physiotherapy Service
- Wellbeing Support Service

## National accreditation benefits

- Armed Forces Gold Award Employer
- Disability Confident Employer
- Healthy Working Lives Commitment
- Scottish Living Wage Employer

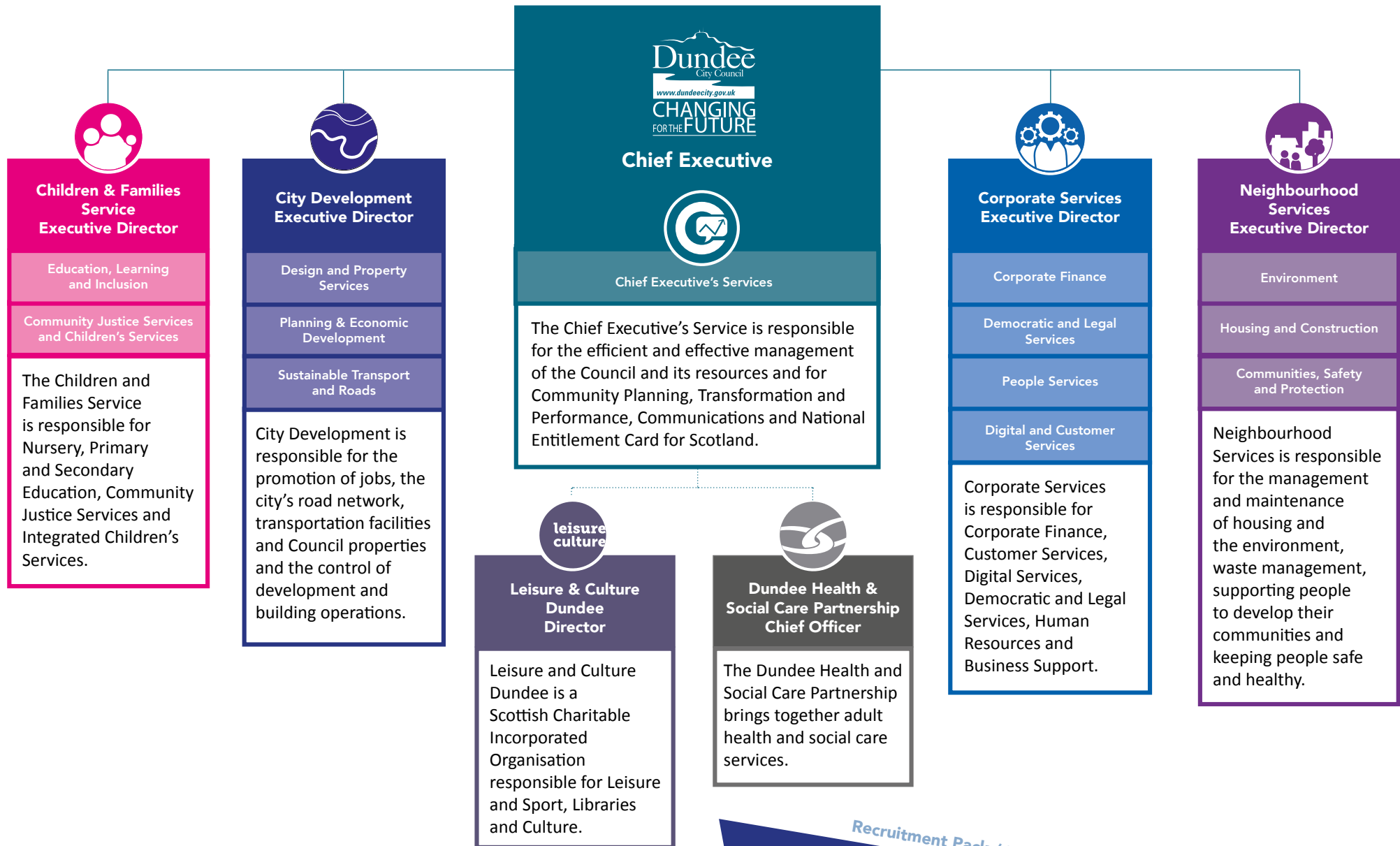


# Dundee City Council Governance Structure





# Dundee City Council Executive Structure



# Children and Families Service Structure



**Children and Families Service  
Executive Director**

The Children and Families Service places children, young people and their families at the heart of the decision-making process to provide them with the best possible start in life.

The Children and Families Service provide and manage the following service areas:

**Head of  
Education, Learning and Inclusion  
and Chief Education Officer**

We provide education for over 18,500 children and young people. Over 3,200 children receive funded early learning and childcare.

Further information can be found by clicking the links below:

- Early Learning and Childcare
- Primary Schools
- Secondary Schools
- Special Schools
- Additional Support Needs and Inclusion
- Educational Psychology Service

**Head of  
Children's and Community Justice  
Social Work Services**

We typically provide additional support to around 1,300 children and young people and their parents/carers and around 700 people in the youth and criminal justice systems.

Further information can be found by clicking the links below:

- Children's Services
- Community Justice
- Getting it Right for Every Child (GIRFEC)

# Children and Families Service



Our approach towards leading, managing, delivering and commissioning Early Learning and Childcare, Primary and Secondary Schools, Children's Social Work, Community Justice and related services is strongly informed by an understanding of local demographics.

We know they create variable barriers to the presence, participation and performance of children and young people at nursery and school and to inclusion and equality in general. Crucially, this includes not just the profiles and needs of children and young people but also their parents/carers and the communities in which they live. It is why we promote whole family approaches and work with other services to achieve our aims.

## Some key factors include:

- 25% of people in the city live in poverty which is the second highest nationally
- 71.5% employment rate compared with 73.5% nationally
- 15% on Child Protection Register are unborn babies compared with 5% nationally
- 2.2 per 1,000 child population Child Protection Orders is the first highest nationally
- Over 27% of care experienced children are 0-5 years compared to 18% nationally
- 45.2 per 100,000 people drug deaths in the last 5 years is the first highest nationally
- 177 per 100,000 people domestic violence incidents is the first highest nationally
- 64 per 1,000 people aged 16-64 report a mental health condition

These often inter-related factors, which can involve families experiencing several challenges at the same time, require us to be trauma responsive and to focus consistently on the needs of families as a whole.



## Children and Families Service (continued...)



Given the trends in relation to unborn babies and infants and research on the importance of the first 1,000 days in influencing a child's life, they drive us to improve support to certain parents/carers during these early years. To sustain this, we know that we need to improve support provided during key transitions, from Early Learning and Childcare to Primary and Secondary School and adulthood. We have to do this with families in ways which matter to them and build on our achievements, which include:

- Reductions in the number of care experienced children and young people
- Improved stability of care for care experienced children and young people
- Improved permanence for care experienced children in their forever families
- Improved attendance/attainment/positive destinations of care experienced young people
- Improving the presence, progress and participation of all children and young people
- Reducing the gap between those living in SIMD Quintile 1 and Quintile 5
- Improved successful completion rate of Community Payback Orders



# The Role

## East End Community Campus - Campus Leader/Head Teacher



Salary £110,808

Dundee City Council is opening its first flagship, unique and purpose built Community Campus in the East End of Dundee in August 2025. The Campus will be a state of the art learning environment for both school and community, incorporating a secondary school provision for young people from 12-18 with a capacity of 1879 pupils.

The excellent learning spaces will provide the opportunity to deliver a broad curriculum to meet the needs of all learners. The school will be a school of excellence for sport and expressive arts, with the fantastic sports and leisure facilities providing many new sporting opportunities for both pupils attending the school and the wider community of Dundee. Many of the activities on offer will be delivered in collaboration with partners including, Leisure and Culture Dundee, SportsScotland and Dundee & Angus College.

The school will also have a large enhanced provision catering for young people with additional support needs. The Campus also has an extensive range of meeting and conferencing rooms available to the wider community throughout the year.

This provides an exciting opportunity for an experienced senior leader in Secondary education to bring two school communities together into the Campus and then to lead a thriving new school and community facility.



## The Role (continued...)



The successful candidate will be the Campus Leader/Head Teacher of the new campus and enhanced provision as well as playing a leading role in the community partnerships delivering services from the campus.

The Campus Leader/Head Teacher will be supported by a Senior Leadership Team, including a Campus Business Manager and a Community Campus Supervisor.

## Job Purpose

The role of the Campus Leader/Head Teacher is to promote high quality learning and teaching to secure improved educational outcomes for the benefit of pupils and the community, under the direction of the local Council. The Campus Leader/Head Teacher has a corporate responsibility to contribute to an agenda of ongoing improvement in their campus and across their Council area.

## Principal Working Contacts

- Senior staff in and outwith the campus at Authority level
- Teaching Staff
- Community Leaders
- Support Staff
- Human Resources Staff
- Finance Staff
- Support Services, e.g. Dundee Educational Psychology Service (DEPS), Accessibility & Inclusion Service (AIS) and Children's Services
- Outside Agencies
- Parents/Carers
- Pupils
- Elected Members



# The Role (continued...)



## Main Duties

The bullet points expanding the main headings are illustrative. They are neither prescriptive nor exhaustive.

### Provide leadership, good management and strategic direction to the campus

#### To include:

- managing, developing and implementing national, education department and campus priorities
- developing and communicating campus values, aims, policies and plans
- implementing and monitoring campus policies and strategies
- systematic monitoring of progress towards targets in development plans
- providing an annual report on progress towards targets
- developing participative management structures and remits
- managing, allocating and monitoring available resources and finance
- keeping abreast of and managing the implementation and development of current learning and teaching strategies
- promoting the value of the wider curriculum

### Take overall responsibility for improvement planning and quality assurance

#### To include:

- implementing procedures for quality assurance within the curriculum
- responsibility for continuous improvement and management of change



## The Role (continued...)

### Responsibility for campus policy for the behaviour management of pupils

#### To include:

- promoting positive behaviour throughout the campus
- supporting colleagues with regard to disciplinary referrals
- monitoring the effectiveness of agreed policies and procedures to support and protect pupils

### Promote high expectations and standards through the provision of professional advice, reviewing professional needs and performance, and supporting continuous professional development of colleagues

#### To include:

- directing the work of colleagues and managing workload of colleagues
- ensure HR policies and procedures are dealt with efficiently and consistently
- managing resources and finance
- monitoring individual and team effectiveness
- responsibility for the health and wellbeing of colleagues
- operational management of multi-agency teams
- ensure Human Resources policies and procedures are dealt with effectively and consistently



## The Role (continued...)



Take responsibility for providing strategic leadership for curriculum development, learning and teaching and meeting learners' needs

### To include:

- directing and co-ordinating curriculum development in the campus
- developing and implementing policies and strategies to support effective delivery of the curriculum
- responsibility for the range and appropriateness of teaching approaches
- managing target setting
- raising pupil achievement and maintaining high standards of attainment
- monitoring provision for pupils with differing abilities and aptitudes taking learning styles into account
- responsibility for procedures to ensure the inclusion of personal and social development across the curriculum and cross-curricular aspects

Act as adviser to the Parent Council and participate in the selection and appointment of the staff of the campus

### To include:

- implementing the education authority's policies with regard to recruitment and selection
- projecting future staffing requirements

To promote the continuing professional development of all staff and to ensure that all staff have an annual review of their development needs

### To include:

- ensuring that systems are in place to monitor, evaluate and improve the continuing professional development of colleagues
- participating in the review of colleagues in accordance with the education authority's policy on staff development and review
- providing access to a range of CLPL opportunities for colleagues taking into account available resources
- ensure an appropriate programme of induction for new colleagues



## The Role (continued...)

### Work in partnership with parents, other professionals, agencies and other schools

#### To include:

- act as adviser to the parent council, attending Parent Council meetings and providing advice as required
- maintaining effective links with statutory and voluntary agencies and the community
- ensuring all Child Protection policies and procedures are adhered to
- ensuring effective communication with parents
- promoting and supporting special events

### Take overall responsibility for the management of health, safety and well-being

#### To include:

- monitoring the effectiveness of the campus health and safety policies and procedures
- maintaining effective links with campus and local authority health and safety representatives
- providing arrangements for regular health and safety checks on site
- ensuring risk assessments are undertaken and audited

## Other Duties

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

# Person Specification

## Professional Educational Qualifications

### Essential

- GTCS registered (Secondary)
- Standard for Headship (SFH), or equivalent, as detailed on the GTC(S) website:  
[www.gtcs.org.uk/documents/the-standard-for-headship](http://www.gtcs.org.uk/documents/the-standard-for-headship)

## Relevant Work/Other Experience

### Essential

- Able to demonstrate the Standard for Headship
- Proven experience as Depute Head Teacher/ Head Teacher
- Demonstrate up to date knowledge of Curriculum for Excellence
- Experience of managing budgets and resources
- Experience of staff leadership, management and supervision
- Demonstrate raised attainment and achievement
- Evidence of a wide knowledge of curriculum development and implementation
- Proven and successful experience in leading developments (curricular and staff development), including National Priorities and quality assurance
- Evidence of professional learning in a wide range of areas



# Person Specification (continued...)



## Particular Skills/Abilities

### Essential

- Good organisational skills
- Good communication skills
- Good analytical and decision-making skills
- Commitment to collegiate approach
- Ability to delegate effectively
- Ability to work under pressure



## Personal Qualities

### Essential

- Positive and caring approach and commitment to young people and staff
- Enthusiastic, tactful, tolerant, supportive, decisive and able to exercise sound judgement
- Effective team leader
- Inspires confidence
- Relates well to others (pupils, parents, staff, etc)

## Any Additional Job Related Requirements

### Essential

- Willingness to keep up to date and learn
- Evidence of full participation in the life of a school/campus
- Member of PVG Scheme or willingness to become a member of the PVG Scheme with satisfactory Scheme Record and/or Scheme Record Update

## Key documents

Here are links to our key documents.

[Children and Families Service – Improvement Plan](#)

[Council Plan](#)

[City Plan](#)

[Dundee City Council Financial Plan](#)

[Our People Strategy](#)

[Customer Charter](#)

[Digital Strategy](#)

## Social media and web links

[Dundee City Council website](#)

[OneDundee on the Move](#)

[LinkedIn](#)

[X](#)

[Facebook](#)

[Instagram](#)

[Dundee - One City Many Discoveries website](#)





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