



Dollar
Academy



Appointment of
Head of the Prep
and Junior School

Contents

Executive Summary	3
An Introduction to Dollar Academy	4
The Prep & Junior School	6
Role Description	7
Person Specification	11
Living & Working in Dollar	13
Salary & Benefits	14
Appointment Process & How to Apply	15

Executive Summary

Dollar Academy, one of Scotland's leading independent schools, is looking to appoint an exceptional Head of Prep and Junior School. The school has been at the heart of Scotland's educational development for the past 200 years and has recently been named as the Sunday Times Scottish Independent School of the Year 2024.

The Academy is a fast-paced and exciting place to work. There is always something new on the go; we work hard to achieve excellence in all areas for the benefit of our entire community, but especially for our pupils.

The Head of the Prep and Junior School is responsible for the welfare and education of all of the pupils in Prep and Junior and is an integral member of our Senior Staff Group. They will display energy, imagination and clear vision, with a courage to innovate and an unwavering commitment to the development of the school.

With a strong track record of school leadership, the successful candidate will possess undisputed personal integrity, warmth, sound judgement, creativity and will lead by example. They will be paramount in the Academy's continuing success with an exciting and influential role to play.





An Introduction to Dollar Academy

Dollar Academy has been a co-educational day and boarding school since its foundation in 1818. Today, it provides an exceptional all-round education to around 1,350 pupils aged 5-18. Our focus is on encouraging the individual talents and ambitions of every young person, in a positive and supportive environment that fosters the development of transferable skills, self-confidence and strong personal values. A belief in developing the whole person is central to the Dollar ethos.

Governors are both elected and co-opted and cover a wide range of expertise as well as representing a variety of constituencies. As well as an Executive Committee, there are a number of other committees and working groups, specifically focusing on health and safety, child protection and investments.

The school's location is undoubtedly one of the most scenic in the country, set against the Ochil Hills and the historic Castle Campbell, but within easy reach of the major towns of the central belt and just 40 minutes from Edinburgh Airport. With pupils and staff from Scotland and around the world, the Dollar community is welcoming and vibrant. The whole school sits within a single, stunning 70-acre campus.

Dollar Academy is in a strong financial position with no debt. The school currently has an exciting portfolio of strategic projects, a leading example being the FIDA initiative, which sees Dollar offer innovative educational experiences to all young people across Scotland for free.

For more information on the school, please visit the website:
www.dollaracademy.org.uk



The Prep & Junior School

Pupils begin their education at Dollar in what we refer to as our Prep School (P1-5). With outstanding teaching, small class sizes and access to the excellent facilities of the whole school, we believe there is no better way for a child to begin their education. There is a clear focus on the robust and effective teaching of English and Mathematics, Health and Wellbeing, Science, Social Subjects and Technologies, blending the best of traditional methods with the modern, including advanced digital and interactive strategies. Prep pupils also benefit from specialist teaching in Art, Music and PE. High quality learning is achieved through rigorous and detailed planning, creative and motivating teaching, and systematic and reflective continuous assessment.

After Prep 5, pupils continue their education in our Junior School, which is home to two key year groups, Junior 1 (Primary 6 equivalent) and Junior 2 (Primary 7 equivalent). Here, pupils encounter a hybrid timetable that combines lessons in English, Mathematics, RME, PSE and ICT delivered in their own classroom by their primary class teacher, with lessons taught in the wider school by senior subject specialists in Art, Music, PE, Modern Languages, Laboratory Science, Engineering and Design Technology, Home Economics and Computing. Having been taught Social Subjects through topic work in the Prep School, our older pupils are eager to study History, Geography and Science in greater depth; these “swap” subjects are taught by subject specialists within the Junior School staff.

The core school values of ‘Work Hard, Be Kind and Get Involved’ are clearly evident in the Prep & Junior School. A culture of kindness and of supporting others is embedded from Prep 1, and pupils from Prep 3 upwards are encouraged to take part in the Prep & Junior School Pupil Councils.

Respect for others is an important principle – we take pride in fostering good manners and politeness and we have high expectations for behaviour and achievement. From this firm foundation, children are equipped to make a seamless transition through school. Our children are friendly and courteous, and within our calm yet stimulating learning environments we encourage and support children in developing the skills and confidence to become articulate and caring lifelong learners.



Role Description

Reporting to the Rector, the Head of the Prep and Junior School is responsible for the welfare and education of the pupils in the Prep and Junior School (~ 360 children aged 5 -11). The Head of Prep and Junior School is also an integral member of the Senior Staff Group, with specific responsibilities for pupil transition and recruitment, within the Academy. They are supported by, and line manage, the Assistant Heads of Prep and Junior School.

Priorities

- Fostering warm and positive relationships between the Academy, parents and the local community through personal engagement and exceptional communication.
- Promoting and raising the academic performance of the Prep and Junior School, such that every pupil is able to fulfil their potential in the classroom.
- Helping shape and deliver ambitious development plans for the Prep and Junior School in line with the whole school strategic vision.
- Identifying areas for development within the Prep and Junior School and managing them sensitively and effectively.
- Realising agreed objectives in building the Prep and Junior School roll.
- Understanding and responding to the changing aspirations and needs of the target market.

Recruitment

- Meet parents and prospective parents who visit the Academy.
- Visit groups of parents out of School as necessary in order to promote the School.
- Assess applicants and play a leading role in admissions procedures.
- Work in close collaboration with the Director of Marketing, Admissions and Development, in the development of the website, admissions strategy and promotional materials.

Staffing

- Lead and manage all academic, teaching assistants, pastoral and administrative staff; to include appointments, appraisals, training and development in accordance with Academy policies and best employment practice.
- Deploy staff effectively in the best interests of the pupils, consulting the Rector about changes to staffing which are outside the agreed budget, and agreeing changes in staff terms and conditions with the Director of HR.
- Advise the Rector in the appointment of new staff as required and follow Academy recruitment procedures.
- Advise the Rector about any other employment issues relating to Prep and Junior School staff.



Curriculum and teaching

- Direct the Prep and Junior School curriculum and co-curriculum in consultation with teaching staff from both Senior and Prep Schools, drawing on best professional practice to include:
 - Setting data informed targets for pupil attainment levels, analysing outcomes and implementing ongoing improvement.
 - Reviewing and supporting teaching and learning throughout the School.
 - Contributing to the teaching in areas of the curriculum where appropriate qualifications are held or suitable experience gained.

Pastoral

- Lead the Prep and Junior School pastoral care, including overseeing behavioural management and attendance.
- Provide pastoral care for the staff in conjunction with other senior staff.
- Ensure that pupils are appropriately prepared for the transition to Senior School, and that proper communication takes place between the Schools.

Compliance

- Ensure that the Academy complies with all relevant safeguarding legislation and policies, taking all steps to ensure that the wellbeing of pupils is protected and enhanced.
- Maintain Prep and Junior School policies in order to ensure that pupils and staff are safe whilst in the care of the Academy, and that all regulatory requirements are met.
- Ensure health and safety procedures are fully implemented.
- Ensure that the School is inspection-ready at all times.

Financial

- Achieve financial goals as agreed with the Rector and Chief Operating Officer.
- Manage the Prep and Junior School budget in consultation with the Chief Operating Officer.

Management and Governance

- Lead the Prep and Junior School Management Team.
- Meet regularly with the Rector to discuss ongoing operational matters and policy/strategic development.
- Attend Senior Staff Group meetings and, on occasions, manage School-wide initiatives.
- Contribute to the School's risk management, including the critical incident plan.
- Deal sensitively with parent relationships, including responding appropriately to complaints.
- Provide formal written reports to the Rector for use at Governors' meetings on a termly basis.





Person Specification

QUALIFICATIONS

- Hold an honours degree or the equivalent, with a suitable teaching qualification, a range of interests and achievements, (sporting, cultural or other), appropriate educational career experience (ideally including some experience of senior level school management, and staff recruitment) and the ability to lead the School academically.
- Have, or be eligible for, full GTCS registration.

KNOWLEDGE AND EXPERIENCE

- Have relevant leadership and management experience, preferably as a Head or a Deputy of a Prep or Junior School, with a proven track record of leading school improvement.
- Strong working knowledge of the Curriculum for Excellence and How Good is Our School.
- Keen interest in educational research and developments domestically and abroad.
- Extensive teaching portfolio within the primary sector.

SKILLS AND ATTRIBUTES

- Show very significant leadership ability - possessing charisma and presence, commanding respect, showing emotional intelligence, inspiring confidence, and encouraging and motivating staff and pupils.
- Be able to think strategically, to possess good planning skills, to embrace and promote change and, where necessary, to think laterally.
- Demonstrate the ability to understand the business model of the School, to control and manage budgets and to manage resources (time, people, equipment and facilities) effectively.
- Excellent written and spoken English with highly effective and engaging communication skills.
- Attention to detail and tone.
- Able to form strong and respectful relationships with pupils, parents and colleagues.
- Flexible and adaptable; able to prioritise, complete, follow through and reflect on outcomes.
- Demonstrate energy, stamina and drive.
- Display enthusiasm for, and lend support to, the whole range of extra-curricular activities, espousing the all-round educational outlook of the School.
- Possess strong personal values and integrity.



Living & Working in Dollar

Dollar is a most attractive place to live. The quality of the surrounding countryside is outstanding and the town itself has considerable scenic charm. It is well provided with local amenities. Ease of access means that it is very easy to take advantage of all that Edinburgh, Glasgow and Stirling have to offer.

Dollar Academy is very much at the heart of the town - it is a major local employer and values highly its relationship with the wider community.

The school itself is a friendly, supportive hard-working and committed community of staff and pupils who enjoy cordial, professional and productive working relationships.





Salary & Benefits

This post is full time and permanent, with a remuneration package which includes a competitive salary based on the successful candidate's experience and access to the Scottish Teachers' Superannuation Scheme.

A generous reduction on school fees is available for staff children being educated at the school. In addition, we offer on-site gym, swimming and parking facilities, an Employee Assistance Programme and Retailer Discount Scheme.

Appointment Process & How to Apply

Completed application forms, along with a covering letter addressed to the Rector, should be emailed to Julie Duncan, Director of Human Resources– recruitment@dollaracademy.org.uk by 5pm on Monday 29th January 2024.

It is intended that first round interviews will take place w/c 5th February with second round interviews being held w/c 19th February.

Please note that all appointments at Dollar Academy are subject to satisfactory clearance through the Disclosure Scotland Protection of Vulnerable Groups Scheme.





Dollar Academy is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Dollar Academy is committed to safeguarding and promoting the welfare of children and young people.
The successful candidate will be required to undergo child protection screening appropriate to the post.