



# George Heriot's School

Founded 1628

## APPOINTMENT OF HEAD OF SENIOR SCHOOL

DECEMBER 2024



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Heriot's is one of Scotland's foremost schools, steeped in history and tradition. Dating back to 1628, the School is sector-leading in wellbeing, equality and inclusion, as well as in academic attainment and achievement.

Located in the heart of Edinburgh, Heriot's produces happy children who can thrive. The School is a mix of original Renaissance buildings and new additions which include the Centre for Sport and Exercise which opened in 2012.

This pack outlines details about the school, the opportunity and the role. It also includes details of how to apply and the terms of the appointment.

For further information about the school, please visit the website: [www.george-heriots.com](http://www.george-heriots.com).



**George  
Heriot's  
School**  
Founded 1628

Dear Applicant,

I am delighted that you are considering making an application for the role of Head of Senior School of George Heriot's School.

George Heriot's School is in a strong position as we head into the second half of this decade, with the school highly regarded across Scotland. In June 2024, Education Scotland Inspectors rated the school as sector-leading for 'wellbeing, equality and inclusion' and 'attainment and achievement'.

The Senior School has an excellent academic reputation with the performance of pupils in national examinations consistently at the highest levels in Scotland. This is balanced with a comprehensive co-curriculum that allows pupils to express and enjoy themselves, underpinned by the school ethos and values.

Our people are the key to our success and everyone at Heriot's works incredibly hard to ensure the best education and co-curricular experiences for our young people. We have a happy and thriving school community with the wellbeing of pupils, staff and families at the heart of everything we do.

The Head of Senior School is a pivotal educational leadership role at Heriot's. We are looking for a forward-thinking and experienced leader to drive our ambitious agenda of educational development, with Heriot's at the forefront of innovation.

This is an exciting time to join the Senior Management Team as we look ahead to delivering the new school strategy. We are grateful for your interest in becoming a part of our team and look forward to receiving your application.

With best wishes

Gareth Warren, Principal

# Heritage

**In 1624** George Heriot, jeweller and banker to King James VI and I, left his fortune in Trust to provide for a hospital for the “maintenance, relief, bringing up and education of pure fatherless bairnes friemens sones of the Towne of Edinburgh”.

The Old Building was constructed during the period 1628 to 1650 and the school first admitted its first pupils in 1659, providing residential education to 30 boys, growing to around 300. In 1886 it became a fee paying day school for over 1,000 pupils, admitting girls for the first time in 1979 and becoming fully co-educational shortly thereafter.

Throughout this period Heriot's provided free education for “fatherless bairnes” and today the Foundation - which also supports the children of widowers - continues to be at the core of the School.

George Heriot's Trust is one of Scotland's oldest charities and the philanthropic ethos of its founder is reflected in many of the activities within the school. Heriot's was one of the first independent schools to be successfully reviewed by the Office of the Scottish Charity Regulator (OSCR).



# School

Heriot's has long been regarded as one of Scotland's leading schools. Today the school flourishes as an independent co-educational day school catering for 1,655 pupils from Nursery to Sixth Year, aged 4 to 18. Our emphasis is on developing each child's potential in a happy, caring and stimulating environment.

Heriot's has a distinctive whole school character with Junior and Senior Schools situated on one campus and dynamic interaction between the two. Heriot's Junior School and Senior School are highly successful primary and secondary

schools in their own right, each led by its own Head of School, and they provide an innovative approach to education for their respective age groups. At the same time, each is enriched by its close relationship with the other and the many ways in which they share the purposes, ethos and activities of Heriot's as a whole. Above all, this gives Heriot's a family atmosphere and strong sense of community.

The Junior School comprises 609 pupils which includes a Nursery. There is Wrap Around Care provision for 50 weeks of the year for Junior School children, after school in term time and for full days during holiday periods.

The Senior School comprises around 1,046 pupils. There are 18 subject teaching Departments. Of these, a number provide specialist subject teaching in the Middle and Upper Primary sections of the Junior School, while the Music and Physical Education Departments, together with Support for Learning, serve the whole school.

Demand for places is high at each intake point and the school is full.

*"A progressive and modern school and teaching ethos, balanced with tradition"*

Current Parent



# The Foundation

The Foundation is the charitable core of Heriot's and makes the school unique. Currently, 54 members of the pupil body at Heriot's are Foundationers – children from Edinburgh or the surrounding regions who have been bereaved of a parent. Where financial support is requested, the applicant is required to complete a means-tested household income sheet; all Foundationers receive enhanced pastoral care throughout their time in school. The Foundation costs Heriot's over £850,000 every year, funded by 6% of fee income and income generated from Trusts and donations.

In November 2015, Heriot's launched Foundation400 - a major fundraising campaign - to secure the future of the Foundation. The ambition of Foundation400 is to raise £15 million to endow the Foundation before the School's 400th Anniversary in 2059. This will secure the Foundation in perpetuity and allow all fee income to be invested in the school.

“A school that is approachable,  
not elitist”

Former Parent

In addition to pupils being educated through the Foundation, we currently have 61 pupils supported by bursaries from George Heriot's Trust – in total, 7% of the school roll.

Heriot's also provides a small number of merit-based Academic and Expressive Arts Scholarships to new and existing pupils in the Senior School.



# Pupils

At Heriot's we have high expectations of our young people – we want them to work hard, look smart, be polite to everyone and care about each other. Our school values are 'work hard, be kind, be yourself'. We take pride in our reputation throughout the city. Outside the classroom, enthusiastic teams of staff offer over a hundred activities so every child can find a place to flourish, a team to join and another friendship group. We like our trophies - regional, national and international - but the main thing is about taking part and being happy. We are proud of the school's exam results, of every child's achievement. Right from the start, children are encouraged to

read widely, discuss ideas and think for themselves, the real basis of confidence and scholarship. Participation is at the heart of everything we do; our range of sports, musical activities and drama events is unparalleled and the success and excellence of our teams and individuals are a constant source of pleasure. Young people leave school ready for the next stage of their lives –confident but not conceited; socially aware; and ready to study and to work. They love their school.

We are not complacent and the culture of pro-active continuous improvement is an important part of George Heriot's.







## Management and Governance

The School Principal has overall responsibility for the day-to-day running of the school and its operation. The Principal is supported by the Senior Management Team (SMT), which includes the Heads of Senior and Junior Schools, and the Directors of External Relations, Finance, Information Technology, Governance & Compliance, Human Resources and Estates. Based on the school's Strategic Plan, the SMT prepares and regularly monitors an annual Whole School Improvement Plan, which details priorities to be delivered during the year.

The Board of Governors of George Heriot's Trust has responsibility for the implementation of the charitable purposes - that is the provision of the Foundation and the establishment and operation of the school. The Board sets and reviews the overall strategic direction for Heriot's and provides support and challenge to the Principal and SMT, to ensure that the strategic objectives are met. The Board has key responsibilities in ensuring sound financial governance and compliance with all necessary legal and regulatory requirements, including those of the Office of the Scottish Charity Regulator.

As a registered charity, Heriot's operates under a constitution, extensively revised in 2017. The George Heriot's Trust Scheme 2017 (known as the Trust Orders) is supplemented by detailed regulations that specify the organisational structure and processes of the Board and its subsidiary committees.



# Ethos

The School community is shaped by the family motto of founder George Heriot: 'I distribute chearfullie'. The school is known for its philanthropic history, which features the free education of over 100,000 Edinburgh school children in the 1800's and more recently, the support of Serbian, Syrian and Ukrainian refugees.

Today, the School is shaped by three values: **Work Hard. Be Kind. Be Yourself.**

These values help us to work together so that collectively, we thrive.



# The Role

The Head of Senior School will have overall responsibility for both the strategic and the day-to-day operation of the Senior School and for promoting its ethos and development in line with the whole school vision and strategy.

As Head of Senior School, your key purpose is to provide the leadership which will enable the 18-strong Senior School departments and c.150 staff to provide pupils with a high quality education. The care and welfare of our pupils and staff are at the heart of everything we do.

In collaboration with the Whole School Management Team (i.e. the School Management Team plus Deputies from Senior and Junior Schools) you will play a critical role in the formulation and implementation of the new school strategy and policies.

As a key figurehead within the school, you will be a role model of the School's standards, ethos and values.

## Duties and Responsibilities

### Whole School

- + To deputise for the Principal in his absence
- + To contribute to the strategic vision of the School through regular meetings of the School Management Team
- + To participate in and contribute to, as appropriate, whole school committees, full Board meetings and Governors' sub-committees (e.g. Governors' Education Sub-Committee, Parent Governor Liaison Committee)
- + To participate in and contribute to, as appropriate, short-term groups of governors and staff
- + To attend and participate in the organisation of whole school events (e.g. Founder's Day, Open Morning)
- + To attend regular meetings with the Parents' Association.

### Senior School

The Head of Senior School will lead the Senior School Leadership Team, chairing meetings and acting as line manager to the team of Senior School Deputies.

Regular activities will include, but are not limited to, the following areas of responsibility:

#### 1. Leadership, Management and Quality Assurance

- + Implement the Strategic Vision for the Senior School as communicated through the Whole School Improvement Plan
- + Implement the Senior School Improvement Plan
- + Assist with the production of the annual School Standards and Quality Report
- + Manage and Quality Assure Senior School Deputies (including Reviews)
- + Manage Senior School staff (including referral to Principal of serious staff disciplinary issues)
- + Manage the allocation of resources and budgets in Senior School
- + Organise, manage and contribute to Senior School prizegiving.

## **2. Ethos**

- + Oversee and lead on the ethos of the Senior School
- + Oversee discipline and disciplinary policy in the Senior School
- + Care and welfare of Senior School staff (including referral to Principal of staff pastoral issues)
- + Work in partnership with Senior School parents; handle Senior School parental complaints
- + Build Senior School's relationship/ interactions with Junior School
- + Direct Prefects and School Captains
- + Lead Senior School Assemblies (in collaboration with the Principal)
- + Represent Senior School interests in SMT, with Governors etc.

## **3. Resources**

- + Staffing: advise the Principal on Senior School staffing needs and work directly with the HR department and other managers to ensure the safe and successful recruitment of staff
- + Oversee induction procedures for Senior School staff
- + Play an active role in the recruitment of pupils to the Senior School by meeting prospective families
- + Advise the Principal on accommodation and facility requirements for Senior School
- + Provide an overview of Senior School timetabling and rooming.

## **4. Support for Pupils**

- + Oversee the Care and Welfare of Senior School pupils

- + Assist, where necessary, with the direct pastoral and disciplinary care of pupils
- + Oversee the provision of Extra-Curricular opportunities for Senior School Pupils.

## **5. Curriculum, Learning and Teaching, Attainment**

- + Promote effective learning and teaching throughout Senior School
- + Promote a culture of praise of achievement
- + Oversee the structure, breadth and balance of Senior School Curriculum
- + Oversee the quality of learning and teaching in Senior School
- + Countersign selected Senior School pupil reports
- + Oversee Departmental Development, including annual meetings with Heads of Department.

## **6. Overview of Delegated Responsibilities**

As line manager to the Senior School Deputes, the Head of Senior School must ensure that there is appropriate consultation, effective communication and proper support and monitoring of the Deputes in the exercise of their delegated responsibilities.

The areas of responsibility of Deputes may be subject to some change as a result of the new appointment.

## **7. Other Duties**

Any other duties as deemed reasonable or necessary by the Principal or the Governors of the School.

# Personal Specification

## Essential skills and experience

- + Significant leadership experience within a secondary school setting, including a demonstrable record of successful academic and pastoral leadership
- + Strong people manager with proven ability to manage teams effectively and collaboratively
- + Excellent communication and interpersonal skills, with the ability to inspire and motivate
- + Strategic thinker with a clear vision for educational excellence.

## Desirable skills and experience

- + Experience in a senior leadership role, ideally at a Head of School/ Depute/Deputy Head level
- + Good working knowledge of the Scottish education system (SQA), including the *Curriculum for Excellence*
- + A passion for innovation in education, with a focus on continuous improvement.

## Terms of Appointment

The appointment is from August 2025.

All applicants must be registered with, or be eligible for, registration with the General Teaching Council for Scotland (GTCS). The remuneration package will be commensurate with the considerable responsibilities of this role and the calibre of applicant.

The role is based in Edinburgh, Scotland.

Heriot's is an Equal Opportunities employer and we welcome applications from all sections of the community.

## The Process

It is anticipated that following a long list review, candidates will be selected for interview which will take place in Edinburgh on 23 and 24 January 2025. Second stage interviews are scheduled to take place on 30 and 31 January.

We are committed to safeguarding the welfare of children and the appointment will be subject to membership of the Protecting Vulnerable Groups (PVG) Scheme and we will request two references.





## How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to George Heriot's School on this appointment.

Candidates should apply for this role via [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code CAYTD. Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring\* form.

\* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application.

The closing date for applications is noon **Friday 3 January 2025.**

### **GDPR personal data notice**

According to GDPR guidelines, Saxton Bampfylde Ltd is only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement

Thank you for your interest



# George Heriot's School

Founded 1628

Heriot's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

George Heriot's Trust is an Equal Opportunities employer and we welcome applications from all sections of the community.

George Heriot's School is governed by George Heriot's Trust, Scottish Charity number SC011463

Saxton Bampfylde