



Erskine Stewart
Melville

*Head of Erskine
Stewart Melville
Junior School*

Candidate Information Pack



Introduction

At Erskine Stewart Melville, we believe exceptional education is about far more than academic success. It is about inspiring young people to discover their strengths, nurture their character and confidence, and develop the skills, curiosity and resilience needed to thrive in a rapidly changing world.

We are seeking an outstanding educational leader to become our next Head of Junior School. This is a rare opportunity to lead one of Scotland's most respected and ambitious Junior Schools, shaping the educational experience of children from Nursery to Primary 7 while contributing to the strategic leadership of the wider ESM community.

This appointment comes at a particularly exciting moment in the School's history. Our Junior School is now based at its outstanding new home in Ravelston, a transformative

campus offering an exceptional environment for learning and discovery. Set within 40 acres of grounds, including its own forest, the campus provides children with unparalleled opportunities to explore, create and learn both inside and beyond the classroom. Purpose-built facilities include dedicated Science and Product Design laboratories, two well-stocked libraries, extensive outdoor learning spaces and first-class sporting facilities, creating one of the most exceptional Junior School environments in Edinburgh.

As a member of the Executive Leadership Team, you will play a significant role in shaping the future direction of the School, building on our proud heritage whilst ensuring we remain innovative, ambitious and forward-thinking. You will have the opportunity to lead a flourishing school community, inspire an exceptional staff team and make a lasting impact on the lives of our youngest learners.



About *the Role*

Role *Purpose*

The Head of Junior School provides strategic and operational leadership for ESM Junior School, ensuring the delivery of an exceptional educational experience for children from Nursery to Primary 7.

As a member of the Executive Leadership Team, reporting to The Principal, the postholder contributes to the wider leadership and future development of Erskine Stewart Melville, helping shape strategy, culture, educational excellence and organisational performance.

The role is accountable for the quality of education, pupil wellbeing, safeguarding, staff leadership and community engagement across the Junior School, ensuring that every child is known, valued, challenged and supported to flourish.

The Head of Junior School leads a large and diverse staff team, oversees significant educational and operational resources and acts as a visible ambassador for the School's values, reputation and long-term success.



Key *Accountabilities*

Strategic Leadership *and School Development*

- Provide clear, visible and inspiring leadership for the Junior School.
- Translate the School's vision, values and strategic priorities into meaningful outcomes for pupils, staff and families.
- Contribute actively to whole-school strategy and decision making as a member of the Executive Leadership Team.
- Lead strategic improvement initiatives which enhance educational quality, pupil experience and organisational effectiveness.
- Build a culture of ambition, collaboration, innovation and continuous improvement.
- Ensure the Junior School contributes positively to the long-term sustainability and success of ESM.



Educational Leadership

- Reporting to The Principal, this role holds overall responsibility for the quality of learning and teaching throughout the Junior School.
- Ensure a broad, balanced and progressive curriculum that inspires curiosity, creativity and academic achievement.
- Monitor educational performance through effective assessment, reporting and evaluation processes.
- Promote evidence-informed practice and continuous professional learning.
- Ensure consistently high expectations of attainment, achievement and pupil engagement.
- Oversee curriculum development and implementation in line with national requirements and School priorities.

Pupil Wellbeing, Safeguarding and Inclusion

- Lead a culture where wellbeing, safeguarding and inclusion are central to decision making.
- Ensure effective systems are in place to safeguard children and promote their welfare.
- Foster a nurturing environment in which pupils feel safe, respected and supported.
- Promote positive relationships, belonging, resilience and personal responsibility.
- Ensure appropriate support is available to meet individual learning, wellbeing and pastoral needs.
- Champion inclusive practices that enable every child to thrive and achieve their potential.



Leadership of People

- Lead, inspire and develop teaching and professional and operational staff across the Junior School.
- Create a high-performing culture characterised by accountability, trust, collaboration and professional respect.
- Oversee workforce planning, recruitment, induction, performance review and succession planning.
- Promote professional learning and career development opportunities.
- Support leaders across the Junior School to build capability and deliver sustained improvement.
- Foster effective partnership working across the wider School community.

Extra-Curricular and Wider School Life

- Provide strategic oversight of the Junior School's extra-curricular programme.
- Promote excellence and participation across sport, music, drama, outdoor learning, clubs and activities.
- Oversee residential experiences, camps and educational visits.
- Ensure pupils benefit from a rich and balanced educational experience beyond the classroom.
- Support programmes that develop leadership, confidence, character and community engagement.
- Play a full and highly visible part in the wider life of ESM, celebrating and supporting the achievements of pupils and staff across the Junior School. The nature and seniority of the role require regular attendance at events outside the normal school day, including Saturday sport, concerts and music events, drama productions, parent meetings and events, School celebrations and other key occasions throughout the year.



Community Engagement and Partnerships

- Build strong and productive relationships with parents, carers and the wider School community.
- Act as a key ambassador for the Junior School and for ESM.
- Support pupil recruitment, retention and admissions initiatives.
- Represent the School with professional networks, educational partners and external stakeholders.
- Promote the reputation, values and achievements of the School.
- Contribute to governing body reporting, meetings and stakeholder engagement activities.

Operational and Financial Leadership

- Lead the effective day-to-day operation of the Junior School.
- Ensure resources, facilities and staffing are deployed effectively to support strategic objectives.
- Contribute to budget planning and financial stewardship.
- Ensure compliance with regulatory, safeguarding, health and safety and School requirements.
- Oversee operational planning to support both current delivery and future development.
- Ensure risks are identified, managed and mitigated appropriately.

The duties and responsibilities outlined above are representative of the role and its level of responsibility. They are not intended to be exhaustive and may evolve in line with the needs and strategic priorities of the School.



Core Behaviours *and Attributes*

In line with ESM's values and leadership expectations, the Head of Junior School will demonstrate:

Strategic Leadership

- Creates clarity of purpose and direction.
- Thinks beyond immediate priorities to shape long-term success.
- Makes sound and balanced decisions in complex situations.
- Leads improvement with confidence and resilience.

People Leadership

- Builds trust, inclusion and a strong sense of community.
- Develops and empowers others to perform at their best.
- Encourages collaboration and shared responsibility.
- Creates a culture of accountability and support.



Educational Excellence

- Champions high standards and continuous improvement.
- Promotes curiosity, innovation and lifelong learning.
- Uses evidence and insight to inform decisions.
- Maintains an unwavering focus on pupil outcomes and experience.

Relationship Building

- Communicates with clarity, authenticity and credibility.
- Builds productive relationships across diverse stakeholder groups.
- Listens actively and values different perspectives.
- Represents the School with professionalism and integrity.

Personal Effectiveness

- Demonstrates sound judgement and emotional intelligence.
- Maintains resilience and adaptability in a changing environment.
- Acts with integrity and fairness.
- Models the values and behaviours expected across the School community.

Person *Specification*

Experience

Essential

- Significant senior leadership experience within a Junior School environment.
- Proven record of leading educational improvement and organisational development.
- Experience of leading, motivating and developing high-performing teams.
- Experience of strategic planning and implementation.
- Strong experience of curriculum leadership, learning and teaching.
- Experience of safeguarding, pastoral leadership and pupil wellbeing.

Desirable

- Experience leading a large Junior, Primary or all-through school.
- Experience within the independent school sector.
- Experience leading significant organisational change or transformation.
- Experience working with governing bodies, boards or equivalent stakeholder groups.

Education and Professional Qualifications

Essential

- GTCS registration or eligibility for registration.
- Recognised teaching qualification.
- Degree or equivalent professional qualification.

Desirable

- Master's degree in education, Leadership or related discipline.
- Recognised leadership qualification.
- Evidence of continued leadership and professional development.



Knowledge and Skills

Essential

- Strong understanding of learning, teaching and curriculum development.
- Excellent leadership, communication and influencing skills.
- Strong strategic and operational management capability.
- Ability to analyse information and use evidence to inform decision making.
- Understanding of safeguarding and child protection responsibilities.
- Financial awareness and resource management capability.
- Ability to build effective relationships across complex stakeholder groups.

Desirable

- Knowledge of the independent education sector.
- Understanding of educational innovation and organisational transformation.
- Experience of admissions, pupil recruitment or stakeholder engagement activity.



Personal Attributes

Essential

- Inspirational and values-led leader.
- Highly collaborative and approachable.
- Demonstrates integrity, resilience and sound judgement.
- Committed to inclusion, wellbeing and safeguarding.
- Passionate about developing young people and educational excellence.
- Credible ambassador for ESM and its values.

Desirable

- Innovative and forward-thinking mindset.
- Strong external profile and ambassadorial presence.
- Enthusiasm for contributing to the wider development of the School.

Why join *Erskine Stewart Melville*

For over 300 years, we have provided an education that combines tradition with innovation. Our values underpin everything we do and help create a community where individuals are encouraged to be ambitious, compassionate and authentic.

Joining ESM means becoming part of a high-performing and collaborative organisation where colleagues are supported to develop, contribute and make a meaningful difference every day.

We are guided by values that have shaped our community for generations.

Kindness **Confidence**
Resilience
Integrity *Curiosity*

We offer:

- A unique opportunity to lead one of Scotland's foremost Junior Schools.
- A vibrant and supportive school community.
- The opportunity to contribute to whole-school strategy and development.
- Competitive salary and benefits package.
- Contribution to the Scottish Teachers' Pension Scheme
- Access to a range of wellbeing and staff benefits.



How to *apply*

This is an exceptional opportunity for an ambitious educational leader to shape the future of a thriving Junior School while contributing to the wider success of one of the UK's leading independent schools.

If you are inspired by the opportunity to lead, innovate and make a lasting impact on the lives of young people, we would be delighted to hear from you. Please send your CV along with a covering letter to recruitment@erskinestewartmelville.com.

Erskine Stewart's Melville Schools is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to appropriate child protection screening and pre-employment checks.





Erskine Stewart
Melville

Thank you

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Edinburgh Merchant Company Education Board.