



## ROLE SPECIFICATION

### Assistant Rector (Academic)

#### Context

Morrison's Academy is a friendly, family-oriented day school in the heart of rural Perthshire. Generations of Morrisonians have benefited from the school's rich blend of academic, artistic and sporting experiences, going on to make their mark on the world as Olympic athletes, ground-breaking scientists, award-winning actors, adventurers, politicians and professionals. Our long tradition of academic success in boys and girls from 2 to 18 continues today with a contemporary Scottish curriculum and a programme of independent, child-centred learning that builds emotional intelligence, creativity and life skills, and encourages every child to strive for their highest. Our school roll of 550 young people and over 120 staff are all active members of the local community, and we all know and support one another, working together as a team to put pupils and parents first. We embody this culture in everything we do, delivering excellence in teaching and nurturing the individual to encourage every child to flourish.



The School is committed to our programme of ongoing development and modernisation. Our cutting-edge Nursery sets the standard for excellence at our main campus in the centre of Crieff, and our newly-completed all-weather pitch allows year-round matches and training at our off-site outdoor sports campus. There is also a detailed plan of redevelopment and restoration to the school's magnificent original buildings, erected when the school was founded in 1860.



Our young people are a delight to teach, and the staff and governors are helpful and supportive. Crieff is a vibrant community in a beautiful part of the country, at the gateway to the Highlands and in easy reach of the Central Belt. The Morrison's family is friendly and progressive; we have high expectations of one another and the confidence to encourage innovation.

We are committed to the career-long professional learning of all our staff. Our programme of Performance Reviews and generous CLPL budget promotes continuous improvement within and beyond the classroom, with plenty of scope for colleagues to pursue interests and specialisms.

## **Assistant Rector (Academic)**

### **Role**

The post-holder will provide dynamic and strategic leadership to drive excellence in teaching, learning and curriculum design. They will ensure the highest possible outcomes for each pupil, and foster the professional development of our teachers. A clear emphasis is placed upon continual improvement and the professional growth both of yourself and any colleague for whom you are responsible. The Assistant Rector (Academic) is responsible for the coherence, innovation and impact of the curriculum, and for sustaining and enhancing the high academic standards for which the school is known. Building on a consistent record of strong examination success over many years, the post-holder will ensure that our pupils continue to achieve outstanding results and fulfil their potential. It is a requirement that the post-holder will also make a contribution to the programme of co-curricular activities.

### **Qualifications**

#### **Essential**

- A postgraduate teaching qualification or equivalent
- Strong interpersonal skills
- Strong ICT skills

- Experience of leading a team of staff
- Experience of leading whole school change applied across a secondary school context
- Candidates should be GTC Scotland registered, or eligible for registration

#### Desirable

- Experience of working at a senior level within a secondary school
- Experience of developing teaching, learning, assessment and reporting frameworks
- Experience of working with iSAMS academic management information system
- Experience in designing and delivering professional learning for staff
- Experience of data analysis to inform pupil progress, identify and implement interventions.
- Experience in leading the development and management of co-curricular programmes

## Reports To

The Rector

## Learning and Teaching

- Lead the development and consistent application of effective pupil learning techniques, fostering an approach that promotes independent learning and high achievement for all pupils
- Strategically lead the development and management of the Learning for Life programme,
- Lead the implementation and continuous evolution of the School's Self-Evaluation policy to drive improvements in teaching, learning, and curriculum design
- Cultivate a professional learning community that actively encourages staff to engage with and apply current educational research to enhance teaching effectiveness and pupil outcomes

## Assessment and Reporting

### SQA Coordinator

- Oversee the timetabling of prelim and SQA exams
- Manage of SQA information within the school's management information system.
- In conjunction with the Head of Pastoral Care award assessment arrangements for prelims and SQA examinations
- Liaise with Chief Invigilator for SQA exams
- Responsibility for conducting malpractice reviews
- Line manage the Examinations Officer who assists and supports on SQA
- Manage SQA results analysis, the appeals process and parental liaison for exams

## Monitoring and Tracking

- Oversee the Monitoring and Tracking of Secondary pupils through the effective use of the MiS programme
- Responsibility for the continued academic progress of pupils through regular discussion with the Heads of Houses, the Pupil Support team and Heads of Department
- Support the Examinations Officer with the planning and implementation of the S3 exams
- Responsibility for managing the School reports cycle for both primary and secondary schools
- Overseeing Parents' evening arrangements across the School

## Curriculum

- Responsibility for the Curriculum pathways offered and future design
- Responsibility for overseeing the Subject Choice process for S2, S4 and S5 pupils
- Responsibility for the timetabling across the primary and secondary school
- Management of the co-curricular programme and coordination of the delivery of the comprehensive programme
- Supporting the development of the P6-S2 curriculum innovation.



## **Management duties**

- Line manage Secondary departments as agreed with the Rector
- Chair and take minutes for Heads of Department meetings
- Member of (and Minute-taker for) Governor's Education Committee
- Coordinate the awards of Colours and Honours for Co-Curricular contribution
- Management of the S6 Scholarship exams, including marking the S6 general paper
- Photographs - to organise individual, class and whole school
- Charities Coordinator - to convene charities committee and coordinate charity activity
- Proofreader
- UCAS referee

## **As the Assistant Rector (Academic) generic tasks will be to:**

- Responsibility with the Rector and other senior staff, for ensuring, through the quality assurance procedures, the highest possible standards of learning and teaching within the school
- Act as line manager for, and quality assure the work of the Subject Departments assigned by the Rector
- Share the daily administration of the school with the Rector and other senior staff and deputise for the Rector when required
- Participate with senior leadership in School and departmental Self Evaluation procedures
- Write references for pupils to other individuals/institutions, e.g. college, university or prospective employers
- Teach the classes assigned by the timetable within your subject specialisms
- Take part in the delivery of the Learning for Life Programme
- Conduct Assembly at allocated times through the year
- Assist with the recruitment of teaching staff
- Provide SLT cover during holidays
- Comply with the individual responsibilities imposed by the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations (1999) and to cooperate with the School's management to promote a positive attitude towards health and safety at work, taking all reasonably practicable steps to prevent personal injury or injury to others
- Contribute to the development of the School strategy
- Share in the disciplinary role required of all teachers and to enforce the School's policy on Positive Behaviour, ensuring good order and discipline at all times when pupils are present on the School premises and whenever pupils are engaged in authorised school activities, whether on school premises or elsewhere. Self-discipline and proper regard for authority are expected of all pupils
- Maintain the highest standards of professional conduct at all times
- Have high expectations of the pupils both in terms of their academic development and standards of behaviour
- Carry out other duties as might reasonably be required by the Rector

This role specification is intended to convey a broad outline of the position and responsibilities of the Assistant Rector (Academic). It is not definitive and will be mutually reviewed from time to time as part of the process of personal review and development.

## **Hours of Work**

The teaching school day starts at 08.45 and ends at 15.20 with an expectation of co-curricular participation. In addition, teaching staff are required to attend scheduled Parents' Meetings and Open Mornings and to participate in the co-curricular life of the school outside the normal school day. All teachers are also required to undertake thirty-five hours of contractual Career-Long Professional Learning (CLPL) per annum.

## **Leave Entitlement**

The post holder will be entitled, without loss of remuneration, to all normal school holidays as published in the Session Calendar.

## Salary Scale

Salary will be calculated in accordance with the provisions on salaries contained in the Depute Headteachers and Headteachers Scheme of Salaries and Conditions of Service for Teaching Staff in School Education as made by the Scottish Negotiating Committee for Teachers (SNCT).



## What is it like to work at Morrison's Academy?

### Teacher of Modern Foreign Languages - Sam Thiel joined Morrison's Academy August 2022

"Ever since I first entered the beautiful school grounds on the morning of my interview, the stunning scenery and family feel at Morrison's Academy have never ceased to amaze me. Having worked with young people in different countries and a variety of educational settings I wanted to take the next step in my teaching career in an ambitious and innovative school. While I must admit that the thought of transitioning to the independent sector and joining a school with such a long tradition of academic success may have been daunting at first, I am grateful for all the amazing opportunities I have been given and for the fantastic pupils and colleagues I have been working with since I started teaching at Morrison's Academy in 2022.

The strong connections with my students and their curiosity as well as the inspiring commitment of my colleagues and how much they care about our pupils make a real difference in my work as a teacher. When you speak to our students and staff, you will sense that the school values at Morrison's are not just words on our walls but what we aim to be. Our pupils are always striving for the highest, and the small class sizes and excellent equipment in our school allow me to fully support them in achieving their potential and in developing as people. I can inspire their love for languages in my lessons, build meaningful relationships with them during Form Time, provide individual support as a mentor, and get involved in the wide range of co-curricular activities we offer to help pupils develop their interests and talents - all while continuing my own professional development and contributing to the development of our school, e.g. in the Pioneer Teachers and our Teaching & Learning Groups. By organising our

exchange with a German school I can also show my pupils where I grew up and how languages help them experience different cultures and meet new people!

Having moved to nearby Stirlingshire and enjoying the scenic drive to Crieff every day, I can honestly say that Morrison's has become my new home away from home, and if you are also looking for a school which blends history with vision and tradition with innovation and where you can work with wonderful pupils and amazing colleagues, joining Morrison's Academy will certainly be the perfect opportunity for you to thrive inside and outside your classroom."

**Alex Wylie, Head of Geography, Teaching and Learning Coordinator  
Joined Morrison's Academy August 2010**

"I joined Morrison's back in 2010 after having spent my career working in urban schools in both London and Glasgow. It is fair to say that the location of this school makes it the polar opposite to the environments I was used to working in. The setting of this school is spectacular and is very much woven into the fabric of the life of this school. Our setting affords staff and students the opportunity to engage in a wide range of activities not available to those in urban settings and our clubs and social activities reflect this. I myself now run a range of academic focused field trips that make use of this setting but more than that I have the opportunity to take a running club out into the hills every week. The wider life of our school reflects this rural setting as all staff are afforded the freedom to pursue their personal interests through engaging in our co-curricular programme.

Another aspect of life at Morrison's that quickly struck me was the interconnections between our Primary and Secondary and within my first week, I was working with Primary classes and colleagues either in my role as a

Geography teacher or as part of our Learning for Life Program. As a consequence of this, our younger students already know the senior school and its teachers before they even move up.

The final aspect that you quickly become aware of at Morrison's is the range of opportunities you get as a staff member to develop your practice, especially important for those interested in career development. Whole school policies are often directed by staff members and developments are widely consulted on with working groups meeting regularly to drive forward school initiatives. This gives staff the opportunity to engage in leadership as well as develop their own practise. This is supported by a thriving Teaching and Learning development group that helps steer pedagogy in our school as well as a Pioneer Teachers group that engages in reading around key themes in education. Where I work and the young people I get to work with everyday is why I am still here after 13 years."

**Emma Hamilton, Teacher of Art, Joined Morrison's Academy August 2020**

"I arrived to teach at Morrison's in perhaps the most challenging of times, literally thrown into online teaching as the pandemic hit. I immediately felt part of Morrison's "family" despite the difficult circumstances as in a tight knit small school, there is a great sense of community and collegiate support. Speaking from the experience of teaching in a number of state schools, the other difference which was marked for me was classroom behaviour and being able to share the enjoyment and knowledge I have of my subject with pupils who are keen and eager to learn."

**Katy Grassick, Teacher Assistant Primary joined Morrison's Academy in February 2017**

"Morrison's Academy has given me the opportunity to train and progress in my role, beyond what I had ever expected when I first accepted a job here. Our school instantly has the feel of a small community from the moment you first walk through the gates. Our families are keen to be active in their children's schooling and are delighted to be involved in any way that they can. I work within a kind, supportive team who are always willing to share their experience and knowledge. We all aspire to give these incredible children an excellent education in

the classroom and prepare them for life beyond Morrison's Academy. Everyday I am inspired by my colleagues' teaching and everyday is full of variety and fresh challenges. Most of all, I am lucky to be involved in educating children who are filled with such wonder and joy at learning. The children are at the heart of everything we do at this school.”