CLIFTON HALL SCHOOL

DIGITAL CANDIDATE RECRUITMENT PACK

"Where Everyone Matters"



1. Welcome & Introduction from the Board of Governors

Thank you for your interest in the position of **Headteacher at Clifton Hall School**. The Board of Governors seeks to appoint an exceptional leader to assume office from **August 2027**.

Clifton Hall is a unique, thriving independent day school that refuses to fit into a standard corporate mould. Since our founding in 1930, we have prioritised individual character over institutional assembly lines. We are an emotionally intelligent school community looking for an inspiring leader who shares our absolute conviction that education must treat academic, artistic, and musical talents with identical value.

Following a long tradition of passionate, student-focused leadership, our governors seek an inspiring leader who will champion our central ethos: **"Where Everyone Matters."** Our simple, non-negotiable expectations for everyone on our campus are straightforward: **"Be kind. Work hard."**

If you are a forward-thinking educator with the strategic vision to guide our 500 pupils and dedicated staff into the next decade, we look forward to receiving your application.

2. School Profile & Campus Environment

Clifton Hall is a premier co-educational day school situated in **50 acres of picturesque countryside** near Newbridge, West Edinburgh. Our campus grounds center around a stunning 19th-century, Category A-listed Scottish Baronial mansion designed by the legendary architect David Bryce.





Institutional Structure

To preserve our small-scale, nurturing community spaces, Clifton Hall strictly enforces a total enrollment cap of **500 pupils**. We provide a seamless, all-through education structured across three distinct learning environments:

Cedar Early Years Centre (Ages 3–6)

Merges Nursery and Junior 1. It combines play-based and active outdoor learning within a dedicated Forest Kindergarten environment.

Junior School (Ages 6–12)

Focuses on small class sizes. We introduce specialist teachers in the Upper Junior years for Science, Art, Drama, and ICT to ease the transition to secondary frameworks.

Senior School (S1–S6 / Ages 12–18)

Guides pupils through QS qualifications (National 5, Higher, and Advanced Higher). We emphasise independent character development, real-world readiness, and a strong curriculum planning matrix managed alongside the Depute Head Teacher.







3. Strategic Priorities & Role Overview

The Headteacher holds ultimate responsibility for the educational, financial, and operational health of the school. The successful candidate will take the helm of a highly collaborative, fast-paced environment where student welfare is paramount.

Key Responsibilities:

- **Ethos & Pastoral Care:** Embody and protect the school's inclusive philosophy, ensuring robust pastoral guidance frameworks are integrated across all age levels.
- **Curricular Innovation:** Keep Clifton Hall at the forefront of independent education by supporting diverse pathways across traditional QS academics, creative arts, and practical technologies.
- **Extracurricular Vitality:** Foster and resource our active sports programmes, outdoor learning initiatives, and rich residential trip experiences.
- **Community & Environmental Leadership:** Actively support our status as an Eco-Schools Green Flag holder, embedding sustainable practices within school life and campus maintenance.



4. Person Specification & Qualifications

Requirement	Essential	Desirable
Qualifications	• Full registration with the **General Teaching Council for Scotland (GTCS)**. • Degree or equivalent higher qualification.	• Standard for Headship / SQH qualification. • Higher degree in Educational Leadership.
Experience & Personal Qualities	• **Significant senior leadership experience** (e.g., as Headteacher, Head of School, or Depute Head) within an all-through or secondary school framework. • Proven experience in full-scale staff management, strategic planning, and performance monitoring.	• Experience navigating the Scottish Independent educational sector. • Direct commercial and financial oversight of a school budget.
Skills & Leadership Style	• Exceptional emotional intelligence, approachability, and verbal/written communication skills. • Collaborative team-builder who values all academic, sporting, and artistic disciplines equally.	• Strong history of driving institutional sustainability or historic campus development projects.

5. Staff Benefits & Working Life

We provide a comprehensive, competitive employment package designed to attract top-tier leadership talent:

- **Competitive Remuneration:** A highly attractive salary, reflecting the senior leadership scale for Scottish independent schools.
- **Pension & Health:** Comprehensive workplace pension options with significant employer contributions.

- **Tuition Assistance:** Generous fee discounts for the children of the Headteacher attending Clifton Hall.
- **Campus Perks:** Dedicated on-site parking, complimentary school meals, snacks, and a Cycle to Work salary sacrifice scheme.

6. Regulatory Compliance & Application Process

Clifton Hall School is committed to safeguarding and promoting the welfare of children. The successful candidate must clear all regulatory compliance steps before taking up the post.

- **Background Vetting:** Selection is strictly contingent upon a clear, up-to-date check via the **Protecting Vulnerable Groups (PVG) Scheme**.
- **GTCS Verification:** Candidates must present proof of current or imminent eligibility for GTCS registration.

⏰Key Recruitment Timeline

Post Commences: August 2027

Application Deadline: Friday 20th November

All applications should be addressed directly to the **Chair of the Board of Governors, Rod Grant** (former Headmaster of Clifton Hall School).

How to Apply

1. **Initial Inquiry:** Confidential and informal discussions regarding the position can be initiated directly with Rod Grant via email.

2. **Application Pack:** Submit a comprehensive CV alongside a tailored covering letter outlining your leadership philosophy and how it aligns with the Clifton Hall ethos.

3. **Submission Email:** Please send all official application documentation directly to **rod.grant@cliftonhall.org.uk**, ensuring the subject line notes "Headteacher Application -Confidential".

4. **Assessment Stages:** Shortlisted applicants will undergo a formal, multi-stage series of panel interviews, strategic presentations, and stakeholder engagements on campus.

