

Principal Teacher of Guidance



Closing date for applications:	06 May 2025 at 12.00 noon.
Interviews week beginning:	12 May 2025. Process will include a half day interview, tour of the School and a conversation with a small group of learners.
Start date:	14 August 2025

From the Headteacher Principal Teacher of Guidance

Hamilton College seeks to appoint an inspirational leader to take up the position of Principal Teacher of Guidance from August 2025. Responsible to the Depute Head Pastoral, this role encompasses learning and teaching learners from 2 - 18 across the curriculum and supporting learners from Transitus to S6. I will look forward to supporting the successful applicant in forming a clear vision for Pastoral Support Guidance at Hamilton College.

For the right candidate, this offers tremendous professional and personal growth with the intrinsic enjoyment of playing a key role in an outstanding school and community. I hope your interest will be strengthened by the details which follows and look forward with genuine excitement to the appointment process.

Richard A Charman
Headteacher

Introduction

Principal Teacher of Guidance

Hamilton College is more than a school - it is a journey - a journey in education, in developing talents and gifts and in creating self-belief. Hamilton College is a non-denominational Christian Independent school for children and young people from the ages of 2-18. The school encompasses Nursery, Junior, Middle and Upper levels generating a truly 'family' atmosphere for the individual as they journey through the School.

Our Vision and Purpose

Christian values underpin everything we aim to do in the school.

Our Vision

By inspiring children, together we can change their future, shape society, and make an impact on our world.

Our Foundation

To 'Grow in the grace and knowledge of our Lord and Saviour Jesus Christ.' II Peter 3:18.

Our Purpose

To be a centre of excellence in education, where children are encouraged to develop their own unique pathways, preparing them for life and work and to excel in a changing future.

Our Values

- Grace
- Confidence
- Wisdom
- Innovation
- Compassion
- Reflection

Principal Teacher of Guidance Pastoral Support at Hamilton College

Pupil Support in our Senior School comprises of both pastoral care and learning support. We term these Pastoral and Pupil Support (Learning) respectively. This synthesised approach allows our dedicated staff to support each individual child through their schooling in relation to their personal academic needs and pastoral support requirements. This is in keeping with the Scottish educational approach to Getting It Right For Every Child (GIRFEC), which focuses support around the following wellbeing indicators.

SAFE

HEALTHY

ACHIEVING

NURTURED

ACTIVE

RESPECTED

RESPONSIBLE

INCLUDED

Pastoral Care - Pupil Support (Pastoral)

Pastoral care permeates all aspects of school life. It reflects the values, attitudes, beliefs, and practices of our Christian foundations and involves all members of our school community - children, parents and all other adults who contribute to the wellbeing of each child.

Our pastoral care supports a purposeful, caring, learning environment for children by the application of high professional standards of support for each child.

We regularly assess learner needs, through one-to-one Form teacher and pastoral staff meetings, and we implement, monitor and review programmes designed to aid individual learner's social and academic development.

We support children through emotionally challenging times and periods of vulnerability. We are focused on the wellbeing of the children in our care and take the necessary steps to ensure that each child and young person is protected and feels safe. Every member of staff is aware of their responsibility to ensure that all children and young people are treated with dignity and respect, and to create an environment which reflects the importance of, and their right to be treated as valuable worthwhile individuals.

Every learner is allocated a pastoral teacher who has responsibility for the personal, curricular, and vocational guidance each child receives throughout their journey at Hamilton College. Pastoral teachers communicate regularly with parents to work together in support of each child and their needs. Pastoral staff will alert parents to any concerns that may arise and if needed, will liaise with the designated Child Protection Coordinator or Deputy Child Protection Coordinator to ensure concerns are addressed effectively and sensitively, with the wellbeing of the child at the centre of all decision making. Additionally, we offer a counselling service provided by a partner organisation to support learners in their wellbeing journey. This service is offered to all senior learners at the point of need. Parents can contact their child's pastoral teacher by email directly to discuss any wellbeing or pastoral matter.

Campus

The school sits in 17 acres of grounds comprising woodland, sports fields and recreation areas and benefits from stunning views over Hamilton Park Racecourse towards Strathclyde Country Park.

Academic

We are very proud of our academic standards and our learners perform consistently and significantly above national averages at all levels throughout the school. In the Junior School, learners' progress exceeds national expectations at each stage and in the Senior School, our SQA results regularly show that we add significant value to our learners' educational progress.

Uniform

We insist on high standards in all areas of school life, including learners' appearance and school uniform. A smart and tidy uniform helps us to instil pride in the school and Our Ethos, promote a positive work ethic, support positive behaviour, maintain good discipline, and foster a spirit of partnership among learners, as well as contributing to school security and personal safety.

Behaviour

We expect learners to respect the school, each other and themselves and treat others in the way they would like to be treated. Respecting the Whole School Behaviour Code helps to create a safe, pleasant learning environment where each pupil can achieve their best and fulfil their potential.

Student Councils

There are Student Councils in Junior School and Senior School with each class having its own Student Council Representatives who are voted for by their peers. Monthly Student Council meetings, providing feedback to the Senior Leadership Team on issues concerning learners, help to ensure the Pupil Voice is heard.

We aim to make responsible decisions founded on sound knowledge, considered understanding, and informed evaluation. To be balanced, expressing our views assuredly, while respecting other beliefs and opinions.

Innovation

We aim to ask difficult questions and try new things. To dare to be different. To find joy in our learning, and to inspire others. To keep trying when things get tough and to work hard, actively seeking help when we need it.

Job Description

Full Time Principal Teacher of Guidance 1.0 FTE

Title: Full Time Principal Teacher of Guidance

Department: Pupil Support (Pastoral & Learning)

Salary: Head of Department Hamilton College salary scale

Responsible: The management and delivery of Pastoral through the school as set out in the job description below.

Particular Duties

Duties of Pastoral Team (remits will be agreed post recruitment)

Head of Harris House	Head of Lewis House	Head of Skye House
S1 Transitions Co-ordinator	Careers	House System
Co-ordinator of invited speakers	UCAS Co-ordinator	Form Tutor Co-ordinator
Reset Counsellor Co-ordinator	Hamilton College Diploma Co-ordinator	Antibullying Co-ordinator
Attendance Policy	Armed Forces visits	Wellbeing monitoring and tracking
Tracking and monitoring pupil attendance	Unifrog Co-ordinator - skills tracking	Health & wellbeing Policy
Mentoring Programme	Upree & Work Experience liaison	Buddy System

Remits undertaken by all Pastoral staff.

- Giving effective leadership and management to the department, promote effective links with the Junior School/ Senior School, and ensure that the department makes a strong contribution towards the College meeting its aims.
- To lead and promote a positive culture of care and compassion at Hamilton College.
- To lead, support and work collegiately with teaching and support staff with the pastoral care of our learners.
- Working closely with the Principal Teacher of Learning Support to ensure support of the whole child is expertly coordinated and delivered.
- To support and work collegiately with Junior School colleagues in the delivery of pastoral care.
- To develop strong working relationships with parents/carers, liaising when appropriate.
- To develop strong working partnerships with external agencies as appropriate.
- Leading the development and production of the Departmental Improvement Plan.
- Developing and delivering staff in-service where appropriate.
- Considering current educational practice, to provide a framework for the PSHE curriculum and courses of study, that offers learners a range of opportunities designed to help them reach excellent standards of attainment and achievement.
- Attending Head of Department Meetings.
- Managing an inventory of resources and departmental requisitioning with the department.
- Providing a systematic programme of quality assurance within the department.
- Liaison with external agencies where appropriate (CAMHS, SW, Police).
- Maintaining professional learning and Professional Update.
- To participate in staff Performance Review and Development in accordance with the school's policies and procedures.
- Organise/lead stage and House Assemblies.
- Recording pastoral/behaviour concerns.
- Appropriate Behaviour Management
 - Including:
 - Recognition & Reminder Tracking.
 - Investigating & dealing with behaviour concerns.
 - Pupil Mentoring.
 - Supervising Detention.
 - Liaising with SLT regarding serious/gross misconduct.
- Recording and monitoring bullying incidents.
- Co-ordinate wellbeing pupil meetings.
- Liaison with LS review and evaluate ASN profiles and wellbeing plans.
- Classroom teaching (50%).
- Attending all Parents' evenings and other events as directed by Depute Head Pastoral.
- Attending Senior School assemblies.
- To be available at lunch and intervals to be there for learners who require support.
- To risk assess all teaching and wellbeing areas.

Specific Objectives

Ethos

1. To make an effective contribution towards meeting the aims of Hamilton College and upholding its ethos.

Health and Safety

2. To take all reasonable steps to exercise a duty of care and ensure the safety and welfare of learners and staff.

College Profile

3. To promote a positive, high profile for the College with learners, staff, and parents.

Professional Review

4. To undertake a programme of professional development as agreed with the Depute Head of Pastoral and the Senior Leadership Team.

Resources

5. To make effective use of the accommodation, resources, and facilities.

Confidentiality

6. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality.

Safeguarding

7. Hamilton College is committed to safeguarding and promoting the welfare of learners. We expect all staff to share this commitment and to undergo appropriate checks, including an updated PVG check.

The list given above is illustrative rather than exhaustive and the postholder may be expected to undertake other similar duties at the discretion of the Depute Head Pastoral.

Person Specification Principal Teacher of Guidance

Education Qualifications & Training

- A teaching qualification in the relevant subject.
- Registration with GTC Scotland.
- Member of the PVG scheme.
- Further training or experience linked to the pastoral role.

Skills Knowledge & Competencies

- A thorough knowledge of the relevant curriculum for wellbeing and PSHE.
- A thorough knowledge of the relevant curriculum for your own subject area.
- The ability to motivate and lead learning.
- Willingness to contribute to one's own professional learning.
- Good organisational skills.
- The ability to use digital tools to support excellent learning and teaching.

Experience

- Experience of working successfully with young people.
- Ability to motivate and inspire pupils.
- Ability to lead co-curricular activities.
- Experience in leading whole school initiatives.
- Experience in working with 3rd parties to support pupils.

Other

- Committed to teaching and to the welfare and safeguarding of pupils.
- Effective communication skills.
- Interest in development of courses.
- Enthusiasm for teaching your subject area.
- Committed to upholding the school's Vision and Values.

How to Apply Principal Teacher of Guidance

This position is suitable for experienced teachers who are GTCS registered, or eligible to do so. Membership of the Protection of Vulnerable Groups Scheme will be required.

If you are a passionate and aspirational leader, and you relish the opportunity to lead the pastoral team and a House we would be delighted to hear from you. You may apply for this position by sending a completed application form, together with a covering letter of application addressed to Richard Charman, Headteacher, with details of relevant skills, experiences, and aptitudes, explaining reasons for applying, to Lorraine Logan, PA to the Headteacher, on hcapapplications@hamiltoncollege.co.uk.

We welcome applications from experienced teachers who are GTCS registered for secondary education, and it would be desirable if they can teach, English, German or French.

The application pack for this post can be found at Vacancies | Hamilton College. The Headteacher is happy to have an informal telephone conversation with interested candidates, and this can be arranged through emailing hcapapplications@hamiltoncollege.co.uk.

An offer of employment will be subject to receiving two satisfactory references, proof of right to work in the UK and a clean report from Disclosure Scotland PVG scheme.

Closing date for applications: **6 May 2025 at 12.00 noon.**

Interviews will be conducted week beginning **12 May 2025** and will require a half day interview, tour, and a conversation with a small group of learners.

Start date: 14 August 2025