

Balmalloch Primary School & Nursery Class

Promoting our Vision, Values, Motto and Aims



SLT Remit – 2025-26

responsi **B**ility
gr**A**ttitude
BELIEVE IN YOURSELF
hu**M**ility and forgiveness
persever**A**nce
Love

ACHIEVE YOUR GOALS

h**O**nesty and gener**O**sity
respe**C**t
friends**H**ip & family

A Place of Enthusiastic Learning and Achievement!



Head Teacher Remit

Head Teacher: Ruth McCarthy

Remit: Overall responsibility for the leadership and management of the school, nursery and its curriculum.

- Overview of all stages and co-ordination of SLT.
- Raising Achievement and attainment for All
- Strategic lead – LTA.
- Self-Evaluation
- Child Protection co-ordinator and overview of GIRFEC.
- Supporting Learning: Overview Mainstream and Nursery with DHT
- Strategic lead of Improvement Planning: Annual Improvement Plan, Annual Improvement Report, PEF Plan and Action Plans
- HWB Co-ordinator
- CREST process for ELC – P1.
- Tracking and monitoring of pupil wider achievements
- Professional review and Development of staff (P4 – P7 and Nursery).
- SIPs Pupil Group – P7 Leadership Team
- Coordinator for student teachers
- Coordinator for Probationers
- Strategic lead – Data.
- ELC Lead.
- Tracking & Monitoring: Long & Medium-term plans, learning and Teaching, class work, pupil progress and through self- evaluation
- Management of resources: DSM Budget, School Building, School fund, Nursery fund
- Health and safety, School security
- Liaison: Associated Pre 5, Primary and Secondary establishments/Psychological service/Visiting Services/Social Services and Partnership Agencies
- Communication: Newsletters, HT Message and School Handbook
- Challenge Attainment
- All other management issues.

Depute Head Teacher Remit – 2025-26

Depute Head Teacher: Lorraine Meechan

- Day to day management of P1, P1/2, P2 and P2/3
- Tracking and Monitoring of Attainment – P1, P1/2, P2 and P2/3
- Tracking and Monitoring overview of attainment of Literacy P1-P7
- Learning and Teaching focus on P1, P1/2, P2 and P2/3
- Tracking and Monitoring of literacy across the school: long and medium plans, learning and teaching, class work, pupil progress and through self-evaluation.
- Support for Learning/Interventions/Staff roles P1-7
- Formulation and implementation of school policies in partnership with HT
- Leadership and Management and Professional Development of allocated staff (P1 – P3, Clerical and Learning Assistants).
- Improvement planning and reporting with Head Teacher
- Development and implementation of Action Plan linked to improvement priorities
- Plan and Lead in-service and speak to parent groups and staff as required
- Literacy Co-ordinator/Coach
- Play and Outdoor Learning Pedagogy Co-ordinator
- Display – Literacy/Outdoor Learning/Play Pedagogy/Pupil Voice Groups
- Lead parent workshops
- Pupil Voice groups; Sports Committee, ECO and Fairtrade Committee, HWB and John Muir Committee
- Management of Resources: DSM Budget specific to literacy
- Work with a range of agencies to support assigned year groups (P1-3) and literacy P1-7
- Advisor to PTA
- Transition for P1 stage and ELC link including infant events. CREST process for P6 – S1.
- Responsible for deputising HT

Principal Teacher Remit – 2025-26

Principal Teacher: John Paterson

- Link SLT for P5/6, P6, P6/7 and P7
- Tracking and Monitoring of Attainment – P5/6, P6, P6/7 and P7
- Tracking and Monitoring overview of attainment of Numeracy and Maths – P1 – P7
- Learning, Teaching and Assessment focus P5/6, P6, P6/7 and P7
- Tracking and Monitoring of Numeracy and Maths across the school: long and medium plans, learning and teaching, class work, pupil progress and through self-evaluation. Leadership and Management of Professional Development of Numeracy and Maths.
- Planning, implementing interventions and tracking impact in Numeracy and Maths in collaboration with the Learning Support Co-ordinator
- Development and implementation of Action Plan linked improvement priorities
- School-based in-service/workshops and speak to parent groups and staff as required
- Senior stage transition link and senior events co-ordinator. Liaison with other establishments to support P7 transition to S1
- Pupil Voice groups; Digital Leaders, STEM Ambassadors and DYW & SE Committee
- Display – Numeracy and Maths/Pupil Voice Groups
- Management of resources: DSM Budget specific to Numeracy and Maths
- Work with a range of agencies to support assigned year groups (P5/6, P6, P6/7 and P7) and Numeracy and Maths (P1-7)
- Parent Council Link
- Tracking and Monitoring of Family Engagement and Involvement
- Probationer Mentor
- Student Mentor
- Transport Link

Acting Principal Teacher (PEF) Remit – 2025-26

Acting Principal Teacher: Rachel Murphy

- SLT link for P3, P4a, P4b and P5.
- Tracking and Monitoring of Attainment – P3, P4a, P4b and P5.
- Learning, Teaching and Assessment focus P3, P4a, P4b and P5.
- Tracking and Monitoring of LTA - Moderation
- Tracking and Monitoring of attainment of pupils in receipt of free school meals and/or in Quintile 1.
- To support staff with planning and interventions around children and young people in receipt of free meals and/or in Quintile 1.
- Planning, implementing interventions and tracking impact with a focus on Quintile 1.
- Poverty Proofing the school
- Formulation and implementation of school policies in partnership with HT and DHT
- Leadership and Management of Professional Development of Inclusion.
- Development and implementation of Action Plan linked improvement priorities
- Development and implementation of the PEF Plan
- School-based in-service/workshops and speak to parent groups and staff as required
- Pupil Voice groups; Partnership Schools and Rota Kids/Reading Schools/RRS and Character Schools
- Display – Inclusion and Pupil Voice Groups
- Management of resources: DSM Budget specific to LTA/Inclusion, ASN & PEF
- Work with a range of agencies to support assigned year groups (P3, P4a, P4b and P5) and PEF/Inclusion/ASN
- Timetabled supervision of nurture provision
- LTA Coach/Co-ordinator
- Inclusion/ASN Co-ordinator
- Seasons for Growth
- Probationer Mentor

SLT Shared Responsibilities

In addition to the specific remits for each member of the senior leadership team the following have been identified as being a shared responsibility:

- Development of Annual Improvement plan/Annual Improvement Report.
- Promote school values and children's rights
- Develop teamwork within the school by co-operating with colleagues and leading by example.
- Social and Fundraising Events
- Formulation and implementation of school policies in partnership.
- Structure and balance of the curriculum
- Curriculum for Excellence curricular programmes across learning
- Whole school discipline and ethos
- Staffing: Appointment and deployment of all staff