

**FAIRVIEW**  
- INTERNATIONAL SCHOOL -  
BRIDGE OF ALLAN

# Deputy Headteacher

Application Pack

Start: August 2025



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52 Kenilworth Rd, Bridge of Allan, FK9 4RY

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# The Role

## Benefits

- Competitive salary
- School fee remission (50%)
- Lunch is provided during term time
- Commitment to professional development
- Private pension scheme
- On-site parking

Fairview International School is proud to be Scotland's first authorised International Baccalaureate (IB) continuum School offering an uninterrupted passage through a comprehensive educational programme from 5 -18 years that includes the Primary Years Programme (PYP), the Middle Years Programme (MYP) and the Diploma Programme (DP). We are committed to providing a holistic education that promotes academic excellence, fosters personal growth and development and encourages social responsibility and global citizenship. Our academic programmes are designed to encourage creativity, critical thinking, and problem-solving skills, and are delivered by highly qualified international teachers who are passionate about education.

The Deputy Headteacher role is part of the Senior Leadership Team of Fairview International School. The successful candidate will lead all aspects of the day-to-day operational running of the school and deputise for the Headteacher during their absence. This role requires high standards of professionalism, having a student-centred approach, effective administration and close adherence to School policy and procedure. The successful candidate will be an approachable presence within the school community, supporting the academic, pastoral, boarding and co-curricular aspects. An innovative leader with experience of managing change will thrive in the role as we continue to grow and add to our provision.

For more information about our school and this superb opportunity please visit the school website on [www.fairviewinternational.uk](http://www.fairviewinternational.uk)

### **Closing date for applications: 19th February 2025**

Initial interviews: w/c 24th February 2025

Interviews, at Fairview International School: w/c 3rd March 2025

Fairview International School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and a PVG.

# Headteacher Introduction

Dear Applicant,

I am delighted that you are considering applying for the role of Deputy Headteacher at Fairview International School, Bridge of Allan. Thank you for your interest in our school at this exciting stage of our journey.

Fairview International School has ambitious plans for growth and development in the coming years. As Scotland's first authorised International Baccalaureate (IB) continuum school, we are committed to expanding our provision to offer a world-class, holistic education. With the introduction of boarding, we are enhancing our capacity to welcome students from around the world, providing them with an enriching and immersive learning environment that extends beyond the classroom.

Our vision is to create a vibrant, dynamic, and forward-thinking school community that nurtures academic excellence, fosters personal growth and instils a strong sense of global citizenship. Rooted in the IB ethos, we are dedicated to developing inquiring, knowledgeable and caring young people who are equipped with the skills and mindset to thrive in an interconnected world. We emphasise the importance of intercultural understanding, critical thinking and lifelong learning, ensuring our students are prepared to take on global challenges with confidence and integrity.

Over the next few years, we will see our student body grow, our campus facilities expand, and our co-curricular offerings increase to provide even greater opportunities for leadership, creativity, and personal development.

As Headteacher, I believe in empowering staff and fostering a collaborative culture where innovation and excellence thrive. The Deputy Headteacher role is pivotal in shaping the future direction of the school, ensuring our students receive the highest standard of education and pastoral care. Whether your background is in teaching or you bring leadership experience from another sector, if you are passionate about making a difference in the lives of young people, we would love to hear from you.

I look forward to discussing this opportunity further and sharing more about our exciting plans for the future.

Warm regards,  
Victoria Gamble

Headteacher  
Fairview International School



# Job Description

<b>Role:</b>	Deputy Headteacher
<b>Department:</b>	Leadership
<b>Contract type:</b>	Full-time, Permanent
<b>Reports to:</b>	Headteacher
<b>Line management:</b>	Programme Coordinators, Support for Learning Coordinator, Activities Coordinator, Head of Boarding, Welfare Officer

Fairview International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

## Purpose of the Role

The post of Deputy Headteacher is part of the Senior Leadership Team of Fairview International School. The purpose of the role is to lead all aspects of the day-to-day operational running of the school and deputise for the Headteacher during their absence. It involves being a prominent and approachable presence within the school community, supporting the academic, pastoral, boarding and co-curricular aspects. This role requires high standards of professionalism, having a student-centred approach, effective administration and close adherence to School policy and procedure.

## Duties and Responsibilities

The seniority of the role means that the exact responsibilities will vary over time and according to the School's operational needs and strategic priorities at any given point. The following list is not exhaustive, but the main responsibilities of the role are:



## Leadership

- Day-to-day smooth running of the School
- Engaging with current parents to resolve concerns and working closely with various colleagues to ensure outstanding care of students
- Ensuring regulatory compliance, updating of school policies/documents and leading on inspection readiness
- Working effectively and cooperatively with the Admin, Marketing and Operations Teams
- Be an active member of the Senior Leadership Team, draft reports for the Headteacher and attend Board meetings as required
- Contribute to decision making at a senior level and ensure implementation of these decisions across the whole school community
- Overseeing the organisation of school events and managing the school calendar

## Management

- Line manage and lead the Programme Coordinators; to ensure high quality application of the IB approach to teaching and learning which supports and challenges each student through engaging, rigorous and personalised approaches
- Line manage and lead the Support for Learning Coordinator; to ensure early identification and intervention for children with additional support needs
- Line manage and lead the Activities Coordinator; to ensure implementation of a comprehensive activities programme which engages students and prepares them for their future studies and the world of work
- Line manage and lead the Head of Boarding; to ensure a caring, nurturing and compliant boarding environment dedicated to the wellbeing and education of students
- Line manage and lead the Welfare Officer; to ensure high quality provision of all aspects of safeguarding, student welfare and pastoral care in school
- Holding and managing relevant budget lines
- Visit all boarding houses on a regular basis
- Appraisal - Planning, implementation and reviewing of an effective staff appraisal system
- Chair SLT Operations meetings and attend other team meetings on a regular basis
- Oversee and manage staff development across the school, including INSET and budget accountability
- Oversee the production of high quality reports to parents

## Others

- Teach a maximum of 4 hours per week and support school activities and events
- Assist the Headteacher and HR with interviewing applicants for relevant posts and to advise on the appointment of staff
- Assist the Headteacher and Admissions team in interviewing prospective students and developing our international market, as required
- Act as counsellor, confidante and advisor to all staff, as required
- Involvement with formal complaints, disciplinary and grievance procedures, as required
- Undertake additional duties that are appropriate to the role as directed by the Headteacher

### **The following duties are ones which all staff are required to perform:**

- Always observe health and safety procedures and work safely
- Be responsible for your own continuing professional development, undertaking training as appropriate with developments in your role
- Promote and safeguard the welfare of children for whom you are responsible and with whom you come into contact, and undertake regular training in this area
- Undertake any other duties as required by your manager in order to meet the changing needs and demands of the school and your role
- Conduct yourself with professionalism, tact and diplomacy at all times as a representative of Fairview International School.



# The Candidate

Fairview International School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

(E) Essential (D) Desirable

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status (E)</li> <li>• Degree (E)</li> <li>• Educational leadership training (D)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven leadership experience in a senior or middle management role in a school (E)</li> <li>• Demonstrable experience in curriculum development, pastoral care, and leading initiatives that improve academic and pastoral outcomes (E)</li> <li>• Experience of taking responsibility in an IB school (D)</li> <li>• Experience of working in an international school (D)</li> <li>• Experience of working in a boarding school (D)</li> <li>• Experience of and commitment to inclusive education (E)</li> <li>• Proven track record of successful staff management and development (E)</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Data analysis skills, and the ability to use data to set targets and identify weaknesses (E)</li> <li>• Excellent organisational skills; short, medium and long term (E)</li> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve (E)</li> <li>• Understanding of school finances and financial management (D)</li> <li>• Excellent verbal and written communication skills and the ability to address large audiences with authority (E)</li> <li>• Ability to communicate a vision and inspire others (E)</li> <li>• Ability to build effective working relationships with all stakeholders (E)</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to getting the best outcomes for all pupils (E)</li> <li>• Commitment to promoting the ethos and values of the IB and school (E)</li> <li>• Adaptable, resilience, empathy and a sense of humour (E)</li> <li>• Ability to remain calm under pressure and prioritise effectively (E)</li> <li>• Commitment to maintaining confidentiality at all times (E)</li> <li>• Commitment to safeguarding and diversity, equity and belonging (E).</li> </ul>



# Working at Fairview International School

Here at Fairview International School, we place the child at the centre of all that we do, maintaining the best interests of every child in every decision that we make. Our curriculum is designed to ensure that students receive a rigorous education that prepares them to be successful. It is a great choice for parents who want their

children to receive an excellent education in a nurturing and globally-minded environment. It is also interesting for teachers to work in such a varied and vibrant community and have the opportunity to make a real difference in shaping the lives of our students.

We value the growth and development of our staff, offering continuous professional development and support to ensure they can deliver the best educational experience possible.

Whilst we are proud of our academic programmes, life at the school is so much more than just study.

We provide our students with the opportunity to develop leadership, resilience and communication skills as well as an opportunity to mix with other young people from different backgrounds, cultures and from all over the world. This will increase with the introduction of our boarding provision and increased international expeditions.



# Location

Living near Stirling, Scotland, offers a perfect balance between history, modern convenience, and breathtaking natural surroundings. The city, often referred to as the “Gateway to the Highlands,” is steeped in history, with its most famous landmark, Stirling Castle, sitting atop a volcanic crag, offering stunning views of the surrounding countryside. The Wallace Monument, dedicated to Scotland's national hero William Wallace, is another striking feature of the city's skyline, and the historic Battle of Bannockburn site serves as a reminder of Scotland's storied past.

Stirling is a vibrant, welcoming city that seamlessly blends its rich heritage with a modern, energetic atmosphere. This friendly and close-knit community offers an excellent quality of life, with easy access to transport links that make it simple to get around. Enjoy a lively social scene that showcases the city's unique character, with a mix of traditional Scottish pubs, charming cafés, and restaurants serving a diverse range of international cuisine. From hearty local dishes to global flavors, you'll find something to suit every taste. Cultural events, farmers' markets, and festivals bring people together throughout the year, creating a sense of belonging and connection that makes Stirling feel like home.

Beyond its historical appeal, Stirling is a paradise for nature lovers. The city sits at the doorstep of some of Scotland's most stunning landscapes, with the Ochil Hills to the north offering numerous walking trails and breathtaking vistas. A short drive west takes you to Loch Lomond and The Trossachs National Park, a haven for outdoor enthusiasts who enjoy hiking, cycling, kayaking and wildlife spotting.

Stirling is an ideal place to live for those who want the best of both worlds: a city rich in history and community, with easy access to Scotland's stunning natural landscapes, while still being well-connected to major urban centres. Whether you enjoy outdoor adventure, historical exploration, or simply a strong sense of community, Stirling offers a fulfilling and well-rounded lifestyle.



# Application Process

Candidates should submit the following as part of their application:

- A completed [Application Form](#) (available on the school's website)
- A covering letter, addressed to the Headteacher

Applications should be electronically submitted to [hr@fairviewinternational.uk](mailto:hr@fairviewinternational.uk) by 19th February 2025, stating *DH application* in the title line.

Initial interviews will take place in the week commencing 24th February 2025 either remotely or in school. Final interviews will take place in the week commencing 2nd March 2025 and will require attendance in person at Fairview International School. Referees will be approached prior to shortlisting unless you expressly request otherwise.

The applicant will take up the role from August 2025.

Candidates who are not shortlisted will not be offered feedback. Those who are not appointed following the final interviews will be offered a telephone conversation with the Headteacher.

If you would value an informal conversation with Victoria Gamble, Headteacher, please contact on [headteacher@fairviewinternational.uk](mailto:headteacher@fairviewinternational.uk) to arrange a mutually convenient time.

If you have any questions or enquiries regarding the application process, please contact Emily Irwin, HR Officer, on [hr@fairviewinternational.uk](mailto:hr@fairviewinternational.uk) or 01786 231952.

The School website [www.fairviewinternational.uk](http://www.fairviewinternational.uk) provides a comprehensive overview of the School.