

ERSKINE STEWART'S MELVILLE SCHOOLS' GOVERNING COUNCIL

ESMS JUNIOR SCHOOL



APPOINTMENT OF ASSISTANT HEAD TEACHER (Head of Pastoral Care for Primary 4 to Primary 7)

ESMS

The Mary Erskine School, Stewart's Melville College and the ESMS Junior School are administered by the Company of Merchants of the City of Edinburgh. Since 1989, powers have been devolved to the Erskine Stewart's Melville Schools' Governing Council, a sub-committee of The Merchant Company Education Board.

Since 1978 there have been two Senior Schools and a Junior School. An overall roll of over 2750 pupils reflects parental belief that sons and daughters are obtaining an ideal combination of co-education and single-sex schooling. The complete 'twinning' of the Sixth Form since August 1999 was the logical culmination of two decades of parallel and complementary development by the two Senior Schools.

The schools are predominantly for day pupils, but there are two boarding houses for approximately sixty girls and boys in the grounds of Stewart's Melville College and these reinforce a powerful sense of community. All three schools are characterised by high academic standards and by fine reputations in music, sport and a wide range of extra-curricular activities.

The values of the schools rest on the belief in the uniqueness of each individual boy and girl. The schools attach great importance to pastoral care.

ESMS JUNIOR SCHOOL

The ESMS Junior School is a large, co-educational independent junior school of around 1250 children, who automatically become members of either The Mary Erskine School (the girls' school) or Stewart's Melville College (the boys' school) when they finish Primary 7.

The Junior School has excellent facilities as well as sharing those of the two senior schools. The ethos of the school is that each child's individuality is nurtured within a structured and disciplined framework. It is the belief that happy children will achieve more academically and in extra-curricular activities. The atmosphere is therefore a caring one with great emphasis on encouraging children to take part in the many opportunities open to them. Children are helped to take responsibility, they are challenged academically and as children, and they learn to make choices and develop confidence in a supportive and positive environment in which the nine values, common across all three schools, are central to everything and emphasised at all times as an integral element of the school's provision. The schools' values are kindness, appreciation, integrity, respect, grace, responsibility, enthusiasm, commitment and confidence.

The Nursery and Primary 1-3 classrooms are situated within the grounds of The Mary Erskine School at Ravelston and Primary 4-7 children are based within the grounds of Stewart's Melville College at Queensferry Road, one mile to the east.

STAFF

There are approximately 85 teachers in the ESMS Junior School. They are supported by an excellent team of support staff, whose high standards make a major contribution to the quality of the school.

PROFESSIONAL REVIEW AND DEVELOPMENT

All teaching and support staff participate in a three-year cycle of professional review.

THE POST

TITLE	Assistant Head Teacher – Head of Pastoral Care for Primary 4 to Primary 7.
BASIC FUNCTION	Responsible for the day-to-day management of the Queensferry Road site and participates in the general management of the whole school as a member of the Junior School Management Team.
ACCOUNTABILITY	Directly accountable to the Headmaster.
AUTHORITY	Full delegated authority for those parts of those management responsibilities delegated to him/her by the Headmaster.

RELATIONSHIPS

Will work closely with all members of the Junior School Management Team to ensure that agreed policy is implemented and monitored with regard to all aspects of his/her basic function. Will work closely with all Year Group Leaders and Class Teachers in Primary 4-7. Also works closely with the Principal and the HR Administrator with respect to the annual appointment of GAP Assistants.

KEY TASKS

1. Pastoral Care

Has overall responsibility for the welfare of the children in Primary 4-7. Deals with day-to-day behaviour management on the Queensferry Road site in conjunction with Class Teachers and Year Group Leaders offering support and advice, as required. Meets with children and parents as necessary making sure that communication is early and clear. Oversees the implementation of the Positive Referral system. Administers the "On Report" systems and has a standing item to discuss behaviour in each Year Group at the regular Year Group Leader meetings. Monitors behaviour in the Dining Hall, including the 420 Bus Club. Handles all significant disciplinary matters and refers serious issues of misconduct to the Headmaster with recommendations for next steps.

2. Anti-Bullying

Ensures that the school's Anti-Bullying Policy is adhered to with all known instances properly recorded. He/she will take particular interest in resolving such concerns when raised, overseeing the implementation of required actions and monitoring thereafter.

3. Wellbeing

Liaises with relevant management and staff when addressing Wellbeing cases which affect children in Primary 4-7 to ensure appropriate support is being offered. As needed will meet with children on a regular or ad hoc basis.

4. Child Protection

He/she will act as the Deputy Child Protection Co-ordinator. He/she will be able to offer advice on Child Protection matters affecting the Queensferry Road site and will take direction from the Child Protection Co-ordinator, as required. He/she will deputise for the Child Protection Co-ordinator when needed.

5. GAP Students

Is responsible for all aspects of the four GAP students' year in the schools. This includes timetable, pastoral and induction issues. Meets with the GAPs on a weekly basis.

6. Listening Team

Oversees the work of the listening team and staff offering additional pastoral support.

7. Teacher Assistants

Is responsible for the management of Teacher Assistants around the Queensferry Road site and liaises closely with them over their day-to-day activities.

8. Transition

Ensures that all Pastoral information is transferred between Primary 3 and Primary 4.

9. Boarding House

Has responsibility for the liaison between the Junior School and the Boarding Houses. Is a member of the Boarding House Executive and the Boarding House Committee. Meets regularly with all Junior School Boarders and arranges for half-termly reports to be sent to parents of Junior Boarders.

10. Outdoor Education

Has an overview of Outdoor Education from Primary 4-7 and liaises with Year Group Leaders and Camp organisers to ensure their smooth operation.

11. Uniform

Has responsibility for all aspects of uniform in the Junior School and liaises with the Deputy Head (Early Education), School suppliers and produces the Uniform lists. He/she also monitors standards of dress within the Junior School at Queensferry Road.

12. Security

Has responsibility for security matters relating to the Queensferry Road site and he/she liaises with the Operations Manager, as appropriate.

13. Road Safety

Liaises with the Director of Administration on matters of road safety around the site and encourages parents to park responsibly when collecting or dropping off children.

14. Professional Review and Development

Support with professional review and development of staff beyond those directly within the remit, as required.

15. Teaching Commitment

A maximum of 5 hours per week, if required.

16. Other Tasks

He/she will undertake tasks as directed by the Headmaster which may be reasonably put to him/her in support of the Junior School's function.

REMUNERATION AND OTHER CONSIDERATIONS

Remuneration will be on the school's own scale, which is above that paid in the state sector, and is dependent on qualifications and experience. All teachers are entitled in term time to school lunch, free of charge, in return for supervisory duties.

Please note that the school operates a No Smoking policy and smoking is not permitted on the school campus at any time.

FEE CONCESSION

Teachers with children at the Erskine Stewart's Melville Schools are entitled to discounts of 60% of fees for classes Primary 4 to Primary 7 and 75% for both senior schools.

APPOINTMENT PROCEDURES

A letter of application addressed to Mr M R Kane, Headmaster, along with a current *Curriculum Vitae*, and the names and contact details of two referees, should be sent by email to recruitment@esms.org.uk or by post to HR Administrator, Erskine Stewart's Melville Schools, Ravelston, Edinburgh EH4 3NT.

The closing date is 12 noon on Friday 24 November 2017.