

ERSKINE STEWART'S MELVILLE SCHOOLS' GOVERNING COUNCIL

ESMS JUNIOR SCHOOL



APPOINTMENT OF SUPPORT FOR LEARNING TEACHER

ESMS

The Mary Erskine School, Stewart's Melville College and the ESMS Junior School are administered by the Royal 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 2780 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 is a boarding house for approximately 50 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 1200 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

Support for Learning Teachers are expected to take advantage of the opportunities provided for CPD.

Support for Learning Teachers will be professionally reviewed (PRD) by the Head of Support for Learning and post-PRD checked by the Senior Deputy Head, in accordance with school policy. All teaching and support staff participate in a three-year cycle of professional review.

THE POST

BASIC FUNCTION	To support the learning of children in the ESMS Junior School.
ACCOUNTABILITY	The Support for Learning teacher is accountable to the Head of Support for Learning and through them to the Senior Deputy Head.
AUTHORITY	The Support for Learning teacher has authority as delegated by the Senior Deputy Head and the Deputy Head (Early Education).
RELATIONSHIPS	The Support for Learning teacher will work closely with Class Teachers, Year Group Leaders and other colleagues in the Support for Learning Department.

THE DEPARTMENT

All Support for Learning teachers are responsible for supporting children from Primary 1-7 as delegated by the Head of Department, to whom they are accountable. It is necessary to work closely with Year Group Leaders, Class Teachers, specialist teachers, Teacher Assistants as well as parents.

All Support for Learning teachers are expected to teach groups and individuals across the whole Junior School, although each session will be allocated specific Year Groups with which to work. In the first instance, this role will predominantly be based at Ravelston with our younger children (Primary 1-3). Usually, Support for Learning Teachers spend the majority of their time based at one site and the allocation to Year Groups is reviewed annually. Whilst the appointment to the Support for Learning department is a permanent position at ESMS, over time the Support for Learning teacher may return to be a Class Teacher. Weekly meetings of the Support for Learning team allow for planning and sharing of ideas.

RESPONSIBILITIES

(a) Teaching

The Support for Learning teacher has a full time teaching commitment with small groups of children extracted from classes and within classrooms with children requiring their support.

(b) Assessment

The Support for Learning teacher assesses children as part of screening assessments as well as Year Group assessments to support the wider functioning of the School.

(c) Liaison

The Support for Learning teacher meets regularly to discuss the progress of individual children within the classes for which they are the Support for Learning teacher. They liaise with teachers of Support for Learning in the Senior Schools. The Support for Learning teacher attends Parents' Evenings and meets with parents whose children are having support for their learning. The Support for Learning teachers attend Child Planning Meetings for children in their care.

(d) Pastoral Responsibility

The Support for Learning teacher shares, along with all teachers in the Junior School, a pastoral role with the children and works closely with Class Teachers in this regard.

(e) Curricular Development

The Support for Learning teacher has a duty to keep up-to-date with the availability of new materials and for adapting existing materials for use by more able and less able children. They may be asked to represent the Support for Learning Department on a Focus Group or Working Party.

(f) Administration

The Support for Learning teacher is responsible for setting up and maintaining individual records for all the children in their care. They are responsible for maintaining these records.

(g) Advising

The Support for Learning teacher advises Class Teachers as to the suitability of materials and may develop differentiated materials to support class teachers. They also maintain the resources in the Support for Learning Resource Area, along with the rest of the department.

(h) Professional Review and Development

The Support for Learning teacher is expected to take advantage of the opportunities provided for CPD. They will be professionally reviewed by the Head of Support for Learning in accordance with School Policy.

(i) Extra-Curricular Activities/Responsibilities

The Support for Learning teacher will be expected to make a full contribution to either the school sports programme (ideally hockey or rugby) or the Junior School extracurricular clubs programme.

(j) Other Tasks

The Support for Learning teacher undertakes any other tasks as directed by their Line Manager or other member of management within the Junior School, which may be reasonably put to them in support of the Junior School's function.

PERSON SPECIFICATION

- High professional and personal standards and a commitment to the Values of the Junior School.
- Excellent communication and analytical skills with a commitment to delivering excellent educational provision.
- Ability to multi-task and prioritise own workload with good attention to detail.
- Independent, self-motivated and organised; with an ability to work as part of a team.
- Positive, confident personality and an enthusiasm for, and enjoyment of, children's company are important.
- A sense of humour is vital.

EXPERIENCE, SKILLS AND QUALIFICATIONS

- Experience of working as a Class Teacher is essential and experience of working as a Support for Learning teacher is useful.
- Knowledge and experience of supporting children with additional needs is essential.
- A Support for Learning Qualification is not a requirement for joining the department however as part of ongoing CPD, staff should work towards a qualification as a priority.
- General Teaching Council for Scotland (GTCS) registration is essential.

REMUNERATION AND OTHER CONSIDERATIONS

Salary

Salary will reflect qualifications and relevant experience. 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. Salaries are reviewed annually on 1st April.

Contract

This is a permanent, full time position available from Tuesday 5 January 2021.

Extra-Curricular

All members of our teaching staff are also committed to the extra-curricular life of the school and are involved in a variety of ways in the educational and personal development of children out with the classroom, often including the weekly coaching of girls' and boys' Games and the supervision of Saturday matches.

The successful candidate will be expected to contribute to the wide range of extra-curricular opportunities offered to all our children, and

it would be a benefit if they could support the hockey or rugby programme.

Pension

Candidates will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.

Staff Benefits

Staff are offered a range of benefits including: free school lunch during term time, use of the schools' swimming pool and fitness room outside school hours and membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations. Teachers with children at the Erskine Stewart's Melville Schools are entitled to a tuition fee discount of 50% from Nursery to Sixth Form.

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

APPLICATION PROCEDURE

A full CV and letter of application, addressed to Mr M R Kane, Headmaster of The Junior School, should be sent to recruitment@esms.org.uk.

Any enquiries about this position should be directed to Jenny Mallinson, HR Advisor, at recruitment@esms.org.uk. This information can also be found on our website: <https://www.esms.org.uk/about-esms/staff-vacancies>.

The closing date is 12pm on Friday 2 October 2020.