

ERSKINE STEWART'S MELVILLE SCHOOLS' GOVERNING COUNCIL

THE MARY ERSKINE SCHOOL



APPOINTMENT OF TEACHER FOR SUPPORT FOR LEARNING

The Mary Erskine School is seeking to appoint a full-time, permanent Teacher of Support for Learning from 19 August 2021. The people that work for us are passionate, pioneering and strive for excellence in everything they do. We value the incredible contributions they make to school life, we invest in their careers and we support their ambitions so that they flourish professionally and personally.

The postholder will be required to provide support to pupils in S1 to S4 with a range of learning difficulties, as well as supporting teachers and parents. Remuneration will be on ESMS' own scale, which is above that paid in the state sector to reflect commitment to the extra-curricular programme and is dependent on qualifications and experience. The successful applicant should be registered with GTC Scotland prior to taking up the position.

The closing date is 12pm on Monday 29 March 2021. We anticipate interviews will take place in-person on Thursday 1 April 2021.

THE MARY ERSKINE SCHOOL

The Mary Erskine School comprises approximately 740 girls aged 12-18. Founded in 1694 by Mary Erskine and the Company of Merchants of the City of Edinburgh to educate and care for the daughters of city burgesses who found themselves in reduced circumstances, it is the oldest girls' school in Scotland and one of the oldest in the whole of the United Kingdom. Throughout its history, the school has been administered by the Edinburgh Merchant Company.

Since 1978 the school has been twinned with Stewart's Melville College. Through this arrangement, the senior schools are separate and single-sex but are each led by the Principal, while all the girls and boys below the age of 12 are educated together in the ESMS Junior School. Senior school boys and girls come together in orchestras, choirs, drama and musicals, as well as in numerous Outdoor Education projects and in the Combined Cadet Force. Since August 1999, the Sixth Year has become a genuinely 'twinned' experience, with boys and girls jointly comprising a single academic, pastoral and social unit.

The Mary Erskine School was inspected by Her Majesty's Inspectors in 2017 and was highly commended in the subsequent report. It was named The Sunday Times Scottish Independent

Secondary School of the Year 2012.

The Erskine Stewart's Melville Schools have a charitable foundation and today provide financial assistance to over 150 bursary holders, who attend Stewart's Melville College or The Mary Erskine School.

BUILDINGS

The school, named The Mary Erskine School in 1944 to mark the 250th anniversary of its foundation, has been housed on various sites in the city - the Cowgate, Bristo, Lauriston and Queen Street - and the buildings are depicted on the engraved glass panels in the entrance hall. In October 1966 the school moved to purpose-built accommodation on the magnificent 38 acre site adjoining Ravelston House. These new facilities have been enhanced by the building of a Sixth Form Centre in 1995 and by the more recent refurbishment of the Science Laboratories, Art Department, Home Economics Department, Careers Department, Library, ICT suite, the provision of two floodlit Astroturf hockey pitches, and the construction of six new tennis courts.

A new Sports Hall was completed in October 2000. It houses the National Cricket Academy and the Scottish Cricket Offices. A community sports facility is in operation seven days a week, outwith school hours and the project, which is linked to the sports facilities at Queensferry Road, are managed by the Community Sports Development Manager.

CURRICULUM

The Erskine Stewart's Melville Schools are committed to the all-round personal development of all children in their care. Their education is underpinned by nine values: appreciation, commitment, confidence, enthusiasm, grace, integrity, kindness, respect and responsibility.

The school curriculum corresponds predominantly with practice in Scotland. Girls generally sit the public examinations prescribed by the Scottish Qualifications Authority. It is normal for girls to sit a combination of eight subjects at National 5 and to proceed to Higher courses in S5. The majority will return for a final year in Sixth Form, with a high proportion taking Advanced Highers. 'A' Levels are offered in Art and in Music.

TEACHERS

There are approximately 80 teachers at the school. They rely on an excellent team of support staff, whose high standards contribute greatly to the quality of the school.

PROFESSIONAL REVIEW AND DEVELOPMENT

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

EXTRA CURRICULAR ACTIVITIES

Teachers are expected to play a full and active part in the extra-curricular life of the school.

THE DEPARTMENT

The Support for Learning Department is committed to raising the standards of attainment and achievement of all pupils. It operates as a whole school resource offering services to pupils and

teachers. The progress of all pupils is carefully monitored and evaluated through the annual screening programme, staff referrals, and through the school's reporting system. Support is provided through small group teaching, in-class support and advice, as well as delivering training to, teachers. The Department also delivers a comprehensive study skills programme throughout pupils' time in the senior schools through the PSE programme and creation of materials on Firefly.

THE POST

This is a full-time, permanent position commencing on 19 August 2021.

A full-time teacher would be expected to be allocated 21 timetabled hours per week. All staff in the department contribute to curricular development, ensuring that teaching resources are regularly reviewed and updated. It is expected that the successful candidate will assist with the department's co-curricular and extra-curricular events, as well as to those of the wider school. A commitment to the Schools' outstanding extra-curricular programme is a pre-requisite.

ACCOUNTABILITY

The Support for Learning Teacher is accountable to the Director of Studies through the Head of Support for Learning, who is the Line Head. They are responsible for ensuring adequate support for all pupils.

AUTHORITY

The Support for Learning Teacher has authority as delegated by the Director of Studies and the Head of Support for Learning.

RELATIONSHIPS

The Support for Learning Teacher will work closely with all Teachers, and other colleagues in the Support for Learning Department.

RESPONSIBILITIES

The main responsibilities include:

- Teaching individual and small groups of pupils with learning difficulties (literacy and numeracy) in S1 – S4
- Identifying barriers to learning, using department assessment tools as required, to establish suitable support strategies for pupils, and communicating this information to staff
- Supporting pupils within subjects through advice to subject teachers, co-operative teaching, and classroom support
- Communicating with Head of Department regarding assessment needs and establishing next steps
- Communicating with parents regarding assessments or concerns for individual pupils
- Developing study skills support for all pupils including those sitting external examinations and teaching study skills lessons to S3
- Offering drop-in support for pupils
- Assisting with the Assessment Arrangements (AA) process as required, including organisation of scribes, readers, etc. for pupils who require support in examinations
- Helping staff with adapting/differentiating material
- Helping to organise screening tests (administration) and identifying/monitoring pupils

who may need further support

- Liaising closely with the Junior School
- Supporting the provision of ICT for pupils and keeping abreast of new developments in the field of assistive technology
- Maintaining Support for Learning record-keeping and helping with continued development of the information dissemination process
- Helping to keep Support for Learning materials organised and updated
- Other duties as may reasonably be directed by the Head of Department.

PERSON SPECIFICATION

- High professional and personal standards and a commitment to the Values of The Mary Erskine 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 Support for Learning Teacher is essential
- Knowledge and experience of supporting children with additional needs is essential
- General Teaching Council for Scotland (GTCS) registration is essential.

Desirable

- A qualification in assessing learning difficulties, or willing to work towards one
- Familiarity with Scottish Qualifications (SQA N5, Higher and Advanced Higher)
- A range of relevant teaching experience including, if possible, within the independent sector
- An interest in sport, the Combined Cadet Force (CCF) or the Duke of Edinburgh (DofE) Award as involvement in the extra-curricular programme.

REMUNERATION AND OTHER CONSIDERATIONS

As an equal opportunities employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

Role This is a full time, permanent position commencing on 19 August 2021.

Location The postholder will work at The Mary Erskine School at Ravelston.

Salary Remuneration will be on ESMS' own scale, which is above that paid in the state sector to reflect commitment to the extra-curricular programme and is dependent on qualifications and experience. Salaries

are reviewed annually on 1 April.

Eligibility	ESMS is unable to sponsor the employment of international workers in this role. International applicants will therefore be unable to apply for and secure a Skilled Worker visa. The successful candidate will only be able to take up this role if they can demonstrate an alternative right to work in the UK.
Pension	All teachers are automatically enrolled into the Scottish Teachers' Pension Scheme.
Extra-Curricular	<p>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.</p> <p>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 Sport, CCF or DofE programme.</p>
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.

ESMS reserves the right to withdraw this position at any time.

APPLICATION PROCEDURE

Applicants must complete the Teaching Staff application form and Equal Opportunities Monitoring form to be considered for this position. Please note CVs will not be accepted. Please submit both forms to recruitment@esms.org.uk before the closing date.

Any enquiries about this position should be directed to Jenny Mallinson, HR Advisor, at recruitment@esms.org.uk.

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