

## ESMS JUNIOR SCHOOL



## JUNIOR SCHOOL

### **SENIOR DEPUTY HEAD (Learning and Teaching)**

Erskine Stewart's Melville Schools (ESMS) is seeking to appoint a Senior Deputy Head of ESMS Junior School. This is an opportunity to work in an outstanding school, leading a team of passionate and committed staff.

ESMS is a vibrant, friendly and welcoming family of schools, set in beautiful grounds in the heart of Edinburgh. We are a diamond school combining a co-educational junior school and sixth form with single-sex senior schools.

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.

Our School has always been a pioneer of rounded education. Children's education is underpinned by our nine values: appreciation, commitment, confidence, enthusiasm, grace, integrity, kindness, respect and responsibility. From virtual reality headsets in the classroom to developing one of the first outdoor learning programmes in Scotland, we are always searching for new ways to develop the whole child.

The Senior Deputy Head is a critical member of our Junior School Management Team, providing strong leadership and strategic direction on the operational running of the school. From August 2022 the Junior School management team will comprise of two Senior Deputy Heads, four Assistant Heads and a Head of Nursery.

We are committed to creating an inclusive, diverse culture and we want to receive applications from people of all backgrounds and cultures.

**The closing date is 12pm on Friday 5 November 2021.**

### **THE POST**

- |                       |   |
|-----------------------|---|
| <b>Basic Function</b> | The Senior Deputy Head is responsible for overseeing all aspects of Learning and Teaching in Primary 1-7.                               |
| <b>Accountability</b> | The Senior Deputy Head reports to the Head of the Junior School.  |
| <b>Authority</b>      | The Senior Deputy Head has authority as delegated by the Head of the Junior School, including deputising for them as and when required. |

**Relationships** The Senior Deputy Head will work closely with appropriate members of the Junior School Management Team. They will also liaise with both Senior Schools for transition purposes.  
The Senior Deputy Head manages Curricular Leaders, Year Group Leaders (P4-P7), Head of Departments, Principal Teacher (Assessment) and the Resource Manager (Queensferry Road).

## **RESPONSIBILITIES**

### **Learning and Teaching**

- Responsibility for all aspects of learning and teaching for Primary 1-7 both in school and online. Convene and chair fortnightly meetings with the Year Group Leaders and other promoted staff in Primary 4-7 and to attend equivalent Ravelston meeting
- Responsibility for the curricular content of INSET Days as well as curricular review and progression in Primary 1-7
- Meetings with Year Group Leaders and the Head of Department of Support for Learning to identify the key curricular priorities for the Junior School Development Plan and Year Group priorities
- Membership of the Three Schools' Academic Policy Committee, reporting on Junior School curricular issues to this committee with the Senior Deputy Head (Early Education)
- Responsibility for the Three Schools' 10-14 Focus Groups.

### **Assessment, Recording and Reporting**

- Responsibility for all aspects of assessment and recording, and the content of written reports to parents in Primary 1-7
- Provide support and guidance to staff as appropriate for Parents' Evenings, Child Planning Meetings and parental queries.

### **Curriculum**

#### Curricular Leaders

Work with the Curricular Leaders to develop the curriculum, who have devolved responsibility for developing and reviewing aspects of the curriculum as noted in the Junior School Development Plan.

#### Modern Languages

Work closely with the Head of Junior School French (Primary 1 -5) to develop this aspect of the curriculum. Work closely with the Heads of Modern Languages at Stewart's Melville College and The Mary Erskine School to monitor and review the Modern Languages taught in Primary 6 and 7. Oversee teaching of German in Primary 7.

#### Junior/Senior School Liaison

Responsibility for liaison with the Heads of Middle School so that the transfer of information is appropriate for both Senior Schools. Responsibility for liaising with the Senior Schools' and Directors of Studies about curricular development as appropriate.

### Staffing

Following meetings with each member of staff, the Senior Deputy Head has responsibility for the allocation of Class Teachers to Year Groups in preparation for the following session.

### Class Compilation

Working with the Principal Teacher and Year Group Leaders, overall responsibility for class compilation for Primary 5-6. Oversight of Primary 7-S1 groupings.

### **Admissions**

- Oversee the admissions process and responsibility for the assessment of applicants for Primary 4-7, including making recommendations about offers and reviewing the assessment procedures.
- Following assessments and offer letters, meet parents of prospective Primary 4-7 pupils to discuss academic and possible support needs.
- Produces tutor list to give to parents of prospective pupils, if requested.

### **Teaching**

- As time allows, teach classes and sets, as appropriate, in Primary 4-7, concentrating on curricular areas linked with the Junior School Development Plan or the needs of individual staff development.

### **General**

#### Marketing

Work with the Marketing Department to demonstrate, promote and showcase the work of the Junior School and meet prospective parents during virtual and in-person events.

#### Budgets

Oversight of the curricular Year Group budgets for Primary 4-7 as well as managing their own curricular support budgets.

#### Performing Arts Producer

Produce one show per session and support the show's Director.

#### Other

The post holder will also be expected to –

- Attend whole school events (including performances, Parents' Liaison meetings, and Saturday Games) and provide holiday cover as a shared responsibility with other members of the Junior School Management Team
- Along with all teaching staff, be involved in the extra-curricular life of the School
- Organise Whole School and departmental meetings each term, as required.

## **STAFF DEVELOPMENT AND REVIEW**

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

The Senior Deputy Head is expected to take advantage of the opportunities provided for continuous professional development. They are professionally reviewed by the Head and attend review meetings with the Head in accordance with School Policy.

The Senior Deputy Head manages and professionally reviews Curricular Leaders, Year Group Leaders (P4-P7), Head of Departments, Principal Teacher (Assessment) and the Resource Manager (Queensferry Road). They also professionally review some part-time teachers and support staff.

## REQUIRED SKILLS

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience of line management</li> <li>• Previous experience of working as a Class Teacher</li> <li>• Previous experience of team leadership</li> <li>• Financial management</li> <li>• Curriculum development experience</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in the Scottish independent school sector</li> <li>• Experience of curriculum development and managing change</li> </ul>
<b>Qualifications/ Skills/ Abilities</b>	<ul style="list-style-type: none"> <li>• General Teaching Council for Scotland (GTCS) registration</li> <li>• Excellent communication (orally and in writing) and analytical skills, with a commitment to delivering excellent educational provision</li> <li>• Ability to multi-task and prioritise own workload</li> <li>• Strong attention to detail is key</li> <li>• Ability to make decisions, often in pressured situations</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of leading, managing, supporting, motivating and developing staff</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• High professional and personal standards, and a commitment to the values of the Junior School</li> <li>• Independent, self-motivated and organised</li> <li>• An ability to work as part of a team</li> <li>• Positive, confident personality and an enthusiasm for, and enjoyment of, children' company</li> <li>• Approachable and trustworthy</li> </ul>	<ul style="list-style-type: none"> <li>• Strong problem solving skills</li> <li>• A knowledge of the wider Scottish educational priorities and strategies</li> </ul>

	<ul style="list-style-type: none"> <li>• A desire and capacity to go above and beyond</li> </ul>	
--	--	--

## 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.

<b>The post</b>	This is a full time, permanent position available from August 2022.
<b>Salary</b>	Salary will be based on the ESMS management scale and will reflect qualifications and relevant experience. Salaries are reviewed annually on 1st April.
<b>Location</b>	The postholder will be based mainly on the ESMS Junior School site on Queensferry Road.
<b>Eligibility</b>	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.
<b>Pension</b>	All teachers are automatically enrolled into the Scottish Teachers' Pension Scheme.
<b>Staff Benefits</b>	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, as well as access to our EAP provider, Care First. Staff 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 vacancy 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 and cover letters will not be accepted. Please submit both forms to [recruitment@esms.org.uk](mailto:recruitment@esms.org.uk) before the closing date.

Any enquiries about this position should be directed to Laura McMurray, HR Assistant, at [recruitment@esms.org.uk](mailto:recruitment@esms.org.uk) or by phone on 0131 347 5867.

**The closing date for applications is 12pm on 5 November 2021.**