

ERSKINE STEWART'S MELVILLE SCHOOLS



JUNIOR SCHOOL

TEACHER ASSISTANT (Primary 3) and Early Birds Assistant

We are seeking to appoint a Teacher Assistant (Primary 3) and Early Birds Assistant to join the ESMS Junior School on a temporary basis from 16 August 2023 to 28 June 2024. ESMS staff 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 successful candidate will have experience of working with children, and ideally experience of supporting teachers in the classroom environment. They will be able to multi-task and prioritise their own workload with good attention to detail. It is essential that the candidate is committed to the ESMS values and is a team player.

The hours of work will be Monday to Friday during term time only: 7.30am to 8.30am as an Early Birds Assistant and 8.30am to 3.15pm as a Teacher Assistant with 30 minutes unpaid for lunch. The postholder will be contracted for 36.25 hours per week.

Remuneration will be dependent on qualifications and experience. Unqualified Teacher Assistants will be paid on the ESMS Support Staff Scale B which is £16,997 per annum. Qualified Teacher Assistants will be paid on the ESMS Support Staff Scale C which is £16,997-£18,304 per annum.

ESMS is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure Scotland.

The closing date for applications is 12pm on Friday 9 June 2023 and we anticipate interviews will be held week beginning 12 June 2023.

TITLE	Teacher Assistant (Primary 3)
BASIC FUNCTION	The Teacher Assistant supports teaching staff within the classroom and with administration and supervises children in the playground.
ACCOUNTABILITY	The Teacher Assistant is accountable to the Primary 3 Year Group Leader for their day-to-day tasks.
AUTHORITY	The Teacher Assistant has authority as delegated by the Primary 3 Year Group Leader and the Deputy Head (Early Education and Director of Pastoral Care).

RELATIONSHIPS

The Teacher Assistant works closely with the other Teacher Assistants and with Class Teachers at Ravelston.

KEY TASKS

- (a) **Supporting Class Teachers**
The Teacher Assistant supports individuals and groups of children within the classroom as directed by the Primary 3 Year Group Leader. The Teacher Assistant will also work with individual children as directed by the Support for Learning Department.
- (b) **Supervision**
The Teacher Assistant supervises children in the lunch hall, in the playground and, in inclement weather, within the classroom, at breaks and at lunchtime.
- (c) **Pastoral Care**
The Teacher Assistant has a shared responsibility with other Ravelston staff to help and support children by listening to the concerns they express to them and helping to answer their day-to-day inquiries.
- (d) **Other Tasks**
The Teacher Assistant will undertake any other tasks as directed by the Primary 3 Year Group Leader or other members of leadership within the Junior School, which may be reasonably put to them in support of the Junior School's function.
- (e) **Early Birds Supervision**
The Teacher Assistant will help with the supervision of children arriving early in the morning.

PROFESSIONAL REVIEW AND DEVELOPMENT

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

PERSON SPECIFICATION

- Kind and enthusiastic person who puts the interests of the children first.
- Responsible and well organised.
- Ability to multi-task and prioritise own workload with good attention to detail.
- A good team player who relates well to others.
- Demonstrates the values of the ESMS.

EXPERIENCE, SKILLS AND QUALIFICATIONS

- Experience of working with children is essential.
- Experience of supporting a teacher in a classroom is desirable.
- An interest in child development is important.

REMUNERATIONS 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 temporary position available from 16 August 2023 to 28 June 2024. The contract will be for term time only.
Hours of Work	The hours of work will be Monday to Friday, 7.30am to 8.30am as an Early Birds Assistant and 8.30am to 3.15pm, with 30 minutes unpaid for lunch each day. The postholder will be contracted for a total of 36.25 hours per week.
Location	The postholder will be based in The Junior School on the Ravelston site.
Holidays	This is a term time only post, which takes into account a pro-rated entitlement to annual leave and statutory holidays to be paid as part of the monthly salary payment. No annual leave may be taken during term time.
Salary	Salary will reflect qualifications and relevant experience. Remuneration will be on the ESMS Support Staff Scale B for unqualified Teacher Assistants which is £16,997 per annum. Remuneration will be on the ESMS Support Staff Scale C for qualified Teacher Assistants which is £16,997- £18,304 per annum. Salaries are reviewed annually on 1 st April.
Pension	Candidates will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.
Right to Work	Candidates must have the Right to Work in the UK to apply for the position.
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.

APPLICATION PROCEDURE

Applicants must complete the Support 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 before the closing date.

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

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