

ERSKINE STEWART'S MELVILLE SCHOOLS



JUNIOR SCHOOL

Teacher Assistant (One-to-One Support, P1 – P3) and Early Birds Assistant

We are seeking to appoint a full time Teacher Assistant and Early Birds Assistant to join the ESMS Junior School on a temporary basis from 16 August 2023 until 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 individual children 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. Salaries are reviewed annually on 1st April.

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 (One-to-One Support, P1 – P3)
BASIC FUNCTION	The Teacher Assistant supports a group of children with additional support needs in Primary 1 – 3.
ACCOUNTABILITY	The Teacher Assistant reports to the Assistant Head Teacher for their day-to-day tasks.
AUTHORITY	The Teacher Assistant has authority as delegated by Primary 1-3 Class Teacher and promoted staff.
RELATIONSHIPS	The Teacher Assistant works closely with the Class Teacher, the other adults in the room/Year Group, the Support for

Learning Department, the other Primary 1-3 staff and the School Nurse.

KEY TASKS

(a) **Daily Support**

The Teacher Assistant provides daily support to a group of children with additional support needs in Primary 1 – 3. This will include the promotion of interaction within small groups which include a named child or group of children, the using and making of tailored differentiated programmes of work under the guidance of the Class Teacher, and adapting the timetable as required. The Teacher Assistant will work with a named child or group of children on a one-to-one basis to support their learning on designated tasks daily, both within the classroom and also away from the classroom in a small work area. Daily support also includes some personal care with toileting, changing for PE and eating.

The Teacher Assistant maintains a flexible approach towards integrating with other reasonable staff tasks throughout the room, according to the specific progress of the group of children.

(b) **Liaison**

The Teacher Assistant liaises regularly with the group of children's parents and with all staff involved.

(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 1-3 Class Teacher 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.

EXPERIENCE, SKILLS AND QUALIFICATIONS

- Experience of working with children with additional support needs is essential.
- Experience of supporting a teacher or a child in a classroom is desirable.
- An interest in child development is important.
- Knowledge of diabetes is desirable.

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 full-time position available from 16 August 2023 until 28 June 2024. This contract will be for term time only.
Hours of Work	The hours of work will be Monday to Friday during school term time only: 7.30am– 8.30am as an Early Birds Assistant and 8.30am – 3.15pm as a Teacher Assistant. The postholder will be contracted for 36.25 hours per week.
Location	The postholder will be based in the Junior School on the Ravelston site.
Annual Leave	Annual leave will be a paid allowance in the annual salary as this is a term time only contract. All holidays will be taken during the school holidays.
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 1st April.

Eligibility	Candidates must have the Right to Work in the UK to apply for the post.
Pension	The successful applicant 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.

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

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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