

ERSKINE STEWART'S MELVILLE SCHOOLS



JUNIOR SCHOOL

Cover Teacher Assistant (Primary 4 - Primary 7) and Bus Club Assistant

We are recruiting for a full time, temporary Cover Teacher Assistant (Primary 4 to Primary 7) and Bus Club Assistant within the ESMS Junior School from 16 August 2023 until 28 June 2024 with the potential to be made permanent. Teacher Assistants support the teaching staff within the classroom and with administration, supervise children in the playground, on coaches travelling between Stewart's Melville College and The Mary Erskine School, and on school trips.

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.

This is a full time, temporary position available from 16 August 2023 to 28 June 2024. The hours of work will be Monday to Friday during school term time only: 8.30am to 3.30pm as a Teacher Assistant and 3.30pm to 4.30pm as a Bus Club Assistant, a paid working week of 37.5 hours.

Remuneration will be dependent on qualifications and experience. Unqualified Teacher Assistants will be paid on the ESMS Support Staff Scale B at point 8 which is £17,584 per annum. Qualified Teachers Assistant will be paid on ESMS Support Staff C which is £17,584 - £18,935 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. We anticipate interviews will be held week commencing 12 June 2023.

TITLE Cover Teacher Assistant (Primary 4 to Primary 7) and Bus Club Assistant

BASIC FUNCTION The Cover Teacher Assistant supports teaching staff within the classroom and with administration and supervises children in the playground.

ACCOUNTABILITY The Cover Teacher Assistant is accountable to the appropriate Nursery Teacher or Year Group Leader for their day-to-day tasks.

AUTHORITY The Cover Teacher Assistant has authority as delegated by the appropriate Nursery Teacher, Year Group Leader and the Deputy Head (Early Education and Director of Pastoral Care).

RELATIONSHIPS The Cover Teacher Assistant works closely with the other Teacher Assistants and with Class Teachers across the ESMS Junior School sites.

RESPONSIBILITIES a) **Supporting Class Teachers**

The Teacher Assistant supports individuals and groups of children within the classroom as directed by the 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 Cover Teacher Assistant has a shared responsibility with other staff to help and support children by listening to the concerns they express to him/her and helping to answer their day-to-day inquiries.

d) **Other Tasks**

The Cover Teacher Assistant will undertake any other tasks as directed by the Nursery Teacher, the relevant Year Group Leader or other members of management within the Junior School, which may be reasonably put to him/her in support of the Junior School's function.

e) **Bus Club Supervision**

The Teacher Assistant will assist with Bus Club Monday to Friday from 3:30pm to 4:30pm. They register children on arrival and supervise them in the Dining Hall. They help locate any children who are unaccounted for, liaising with the

Transport Department and JS Reception. They escort children to the appropriate coach at 4.10 pm.

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

PROFESSIONAL REVIEW AND DEVELOPMENT

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

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 temporary position commencing on 16 August 2023 until the 28 June 2024. The contract will be for term time only.
Hours of Work	Monday to Friday during term time only: 8.30am to 3.30pm as a Teacher Assistant and 3.30pm to 4.30pm as a Bus Club Assistant. The postholder will be contracted for 37.5 hours per week, and will be entitled to a 30 minutes unpaid lunch break each day.
Annual Leave	Annual leave will be a paid allowance in the annual salary as this is a term time only contract. All holiday will be taken during the school holidays.
Salary	Remuneration will be dependent on qualification and experience. Unqualified Teacher Assistants will be paid on the ESMS Support Staff

Scale B8 which is £17,584 per annum. Qualified Teacher Assistants will be paid on the ESMS Support Staff C Scale which is £17,584- £18,935 per annum. Salaries are reviewed annually on 1st April.

- Right to Work** Candidates must have the Right to Work in the UK to apply for the post.
- Pension** Successful applicants 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 vacancy 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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