

ESMS JUNIOR SCHOOL



Teacher Assistant (Primary 4/5) and Bus Club Assistant

We are recruiting for a full time, permanent Teacher Assistant (Primary 4/5) and Bus Club Assistant in the ESMS Junior School at Queensferry Road from 16 August 2023. 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. Teacher Assistants at Queensferry Road may be requested to move across year groups (P4-7).

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 hours of work will be Monday to Friday during school term time only: 8.30am – 3.30pm as a Teacher Assistant and 3.30pm – 4.30pm as a Bus Club Assistant with 30 minutes unpaid for lunch each day. The postholder will be contracted for 37.5 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 £17,584 per annum. Qualified Teacher Assistants will be paid on the ESMS Support Staff Scale 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 and we anticipate interviews will be held week beginning 12 June 2023.

TITLE	Teacher Assistant (Primary 4/5) and Bus Club Assistant
BASIC FUNCTION	The Teacher Assistant works with individuals and groups of children to support their learning. 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 4 and 5 Year Group Leaders for their day-to-day tasks.
AUTHORITY	The Teacher Assistant has authority as delegated by the Primary 4 and 5 Year Group Leaders, Assistant Head Teacher, other promoted staff and Class Teachers.

RELATIONSHIPS

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

KEY TASKS

(a) Supporting Class Teachers

The Teacher Assistant supports individuals and groups of children within the classroom as directed by the Primary 4 and 5 Class Teachers, in particular helping with reading. They assist teachers with photocopying work, the preparation of folders, mounting work, the organisation of trips and residential camps, etc. They carry out a wide variety of other tasks connected with classroom administration to assist Class Teachers and other Teacher Assistants.

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. They also accompany Primary 4 and 5 classes on various visits out of school. They may accompany children on some of the Outdoor Education Camps in Primary 4 and 5.

(c) Pastoral Care

The Teacher Assistant has a shared responsibility with other Queensferry Road staff to help and support children by listening to the concerns expressed to them, by supporting them with their friendships and in their play, and by helping to answer their day-to-day inquiries.

(d) Other Tasks

The Teacher Assistant will undertake any other tasks as directed by their Year Group Leader or other members of management within the Junior School, which may be reasonably put to them 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
- 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 ESMS

EXPERIENCE, SKILLS AND QUALIFICATIONS

- Experience of working with children is essential
- Experience of supporting a teacher in a classroom is desirable
- Knowledge of Microsoft 365 is highly 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 full time permanent position available from 16 August 2023.
Hours of Work	The hours of work will be Monday to Friday, 8.30am to 3.30pm (with 30 minutes unpaid for lunch) as a Teacher Assistant and 3:30pm to 4:30pm as a Bus Club Assistant. The postholder will be contracted for a total of 37.5 hours per week.
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 qualifications and experience. Unqualified Teacher Assistants will be paid on the ESMS Support Staff Scale B which is £17,584 per annum. Qualified Teacher Assistants will be paid on the ESMS Support Staff Scale C 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	Candidates 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 clearly stating which position they are applying for. 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 5870.

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