



TEACHER ASSISTANT (PRIMARY 4-7) AND BUS CLUB ASSISTANT

Purpose of Job

The Teacher Assistant supports the teaching staff within the classroom and with administration and supervises children in the playground. The Teacher Assistant also supervises and registers children at 420 Bus Club and liaises with the Transport Department to locate any missing children, ensuring their safe boarding of the correct buses.

Accountability

The Teacher Assistant is accountable to the Primary 4, 5, 6 or 7 Year Group Leader for their day-to-day tasks.

Authority and Direct Reports

The Teacher Assistant will have authority as delegated by the Primary 4, 5, 6 or 7 Year Group Leader.

Key Relationships

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

The Post:

Key Responsibilities:

Vision and Values

- Promotion of ESMS values of Kindness, Confidence, Resilience, Integrity, and Curiosity in all aspects of the role.
- Promotion of role modelling behaviours that align with the three school pillars of Ambition, Innovation, and Community.
- Fostering an environment that supports the development of these values among students and staff.

Working with Others

- Compliance with all ESMS policies and procedures
- Treating people fairly, with dignity and respect to maintain a positive school culture
- Ensure effective planning, delegation and support of responsibilities
- Developing a culture of high expectations for all and taking action when performance does not live up to these
- Taking responsibility for personal development, both personally and of team members.

Community

- Positive relationships with parents and the wider ESMS community
- Communicating clearly with parents and carers to engender a climate of mutual respect
- Working in collaboration with other independent schools to promote effective initiatives and share good practice.

Learning

- Leading a culture of challenge and support to allow every student to be the best they can.

Safeguarding

- Adhering to the principles and guidelines of “Getting It Right For Every Child” (GIRFEC) to ensure every child receives timely and appropriate support with their welfare as paramount.

Key Tasks:

Supporting Class Teachers

The Teacher Assistant works with the relevant Primary 4, 5, 6 or 7 classes, in particular helping with reading and Maths. They are also available to help children with Support for Learning.

The Teacher Assistant assists teachers with photocopying and mounting of work, etc. They carry out a wide variety of other tasks connected with classroom administration to assist Class Teachers.

The Teacher Assistant assists the Year Group Leader with managing and auditing Year Group resources. They help with administrative tasks associated with educational visits, as well as with the relevant Primary Camp.

Supervision

The Teacher Assistant supervises children during breaks and lunchtime in the relevant play areas, in the Dining Hall and in classrooms during breaks when it is raining. They also accompany the relevant classes on various visits out of school. They may accompany children on the relevant annual Outdoor Education Camp.

Administration

The Teacher Assistant undertakes a wide variety of administrative tasks for the relevant Year Group, which may include photocopying. They are responsible for the tidiness of the Staffroom noticeboards and for the general tidiness there, along with the other Teacher Assistants.

The Teacher Assistant, along with the other Teacher Assistants, ensures that tea and coffee and other sundry supplies are maintained in the staffroom.

Pastoral Care

The Teacher Assistant has a shared responsibility with other Queensferry Road staff to help and support children by listening to the concerns children express to them and helping to answer their day-to-day inquiries. They may also be required to sit with particular children at lunchtime.

Other Tasks

The Teacher Assistant will undertake any other tasks as directed by their Line Manager or other members of the Leadership Team within the Junior School, which may be reasonably put to them in support of the Junior School's function.

Staff Development and PRD (Appraisal)

The Teacher Assistant will have the opportunity for Staff Development.

The Teacher Assistant will be part of the ongoing Professional Review and Development process, working closely with the Primary 4, 5, 6 or 7 Year Group Leader or relevant Line Manager.

Person Specification

	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none">• Previous experience of working with children	<ul style="list-style-type: none">• Previous experience of supporting a teacher in a classroom• Experience of supporting children with additional support needs
Skills / Abilities / Capabilities	<ul style="list-style-type: none">• Ability to build positive relationships with children• Basic IT skills for supporting learning• Independent, self-motivated and organised, with an ability to work as part of a team	<ul style="list-style-type: none">• Knowledge of literacy and numeracy strategies for primary level• Skills in using educational software or digital learning tools

	<ul style="list-style-type: none"> • Ability to multi-task and prioritise own workload with good attention to detail 	
Personal Attributes	<ul style="list-style-type: none"> • Kind and enthusiastic person who puts the interests of the children first • Demonstrates the values of ESMS • Excellent communication skills (orally and in writing) and interpersonal skills 	<ul style="list-style-type: none"> • Interest in child development or pursuing a career working with children in education

Personal Qualities

- Boundless energy and resilience to allow challenges to be viewed as opportunities
- Dealing with every situation calmly and professionally
- Strong commitment to seeing and bringing out the best in students
- A desire for fairness, dignity, and respect in every interaction
- Excellent oral and written communication skills
- Excellent self and time-management skills
- Active listening and authenticity
- The highest level of personal integrity
- Ability to deliver constructive and supportive feedback.

Development of Self and Empowerment of Others

- Appreciates the impact of change on the school and individuals
- Challenges, influences and motivates others
- Nurtures professional interpersonal relationships with staff and students
- Develops individuals' capabilities
- Empowers and sustains an effective team
- Uses courage, care and curiosity to deal with conflict.

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.

Position	This is a full time, temporary position available from 14 August 2025 until 26 June 2026.
Hours of Work	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 to 4:30pm as a Bus Club Assistant (a paid working week of 37.5 hours).
Salary	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 £20,604 per annum. Qualified Teachers Assistant will be paid on ESMS Support Staff C which is £20,604 - £21,212 per annum
Location	The postholder will work in The ESMS Junior School.
Right to Work	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 work in the UK.
Pension	All staff are automatically enrolled into the Merchant Company Stakeholder Pension Scheme.
Holiday	Annual leave will be paid allowance in the annual salary as this is a term time only contract. All holidays will be taken during the school holidays.
Staff Benefits	Staff are offered a range of benefits including: free school lunch during term time (in return for supervisory duties), use of the 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

In order to apply for the position, applicants must visit <https://jobsearch.esms.org.uk/> to submit their application form.

Any enquiries about this position should be directed to Morven Wrinn, HR Assistant, at recruitment@esms.org.uk.

The closing date for applications is 12pm on Monday 9 June. We anticipate interviews will be held shortly thereafter.