

STEWART'S MELVILLE COLLEGE



Job Description Teacher Assistant

Purpose of Job

The Teacher Assistant supports teaching and learning by providing day-to-day administrative support to a number of departments at Stewart's Melville College.

Accountability

The Teacher Assistant reports to the Office Manager for Stewart's Melville College.

Authority

The Teacher Assistant has authority as delegated by the Office Manager and other promoted staff.

Key Relationships

The Teacher Assistant will work closely with Heads of Department and teachers in the subjects being supported, and with other Teacher Assistants across ESMS where necessary.

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
- Taking responsibility for personal development

Community

- Positive relationships with parents and the wider ESMS community

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.

Supporting the leadership of the Schools

- Providing administrative support to teachers by completing tasks such as printing, photocopying, typing, filing, laminating and shredding
- Placing orders for Heads of Department and managing department stocks of materials where required;
- Maintaining classroom and corridor displays under the direction of Heads of Department
- Assisting with any practical classroom tasks during or outwith lessons e.g. preparing and delivering stationery or curricular materials as guided and requested by Heads of Department
- Assisting in the preparation of the annual Pupil Clubs & Activities lunchtime fair and updating extra-curricular information on Firefly
- Assisting with and supporting the School’s Charities Committee
- Occasional Reception lunch cover including greeting visitors and answering phone calls
- Accompanying school day field trips where required including involvement in annual Projects’ Week or Carbisdale
- Supporting the preparation of materials for school internal exams
- Assisting the SQA Coordinator with the setup required for internal and SQA exams
- Assisting with the organisation of pupil IT for internal and SQA exams
- Reading, scribing, prompting and invigilating for pupils in assessments as required
- Assisting with the preparation of annual school prizegivings
- Assisting with the coordination of engraving of all school trophies and awards.

Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none">• Previous administrative or teaching assistance experience	<ul style="list-style-type: none">• Experience of working in the education sector
Qualifications/ Skills/ Abilities	<ul style="list-style-type: none">• Excellent administration skills• Excellent communication skills (orally and in writing) and interpersonal skills	

	<ul style="list-style-type: none"> • Experience of building professional relationships with internal and external stakeholders • Proficient in the full Microsoft Office package, specifically Word and Excel • Ability to multi-task and prioritise own workload with good attention to detail • Independent, self-motivated, and organised 	
Personal Attributes	<ul style="list-style-type: none"> • High professional and personal standards • Commitment to continuous professional development 	

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.

The post This is a temporary, term time position available immediately until 26 June 2026 (subject to satisfactory pre-employment checks).

Hours of Work The hours of work will be full-time, Monday to Friday, from 8.45 am until 4.30 pm, with 30 minutes unpaid for lunch, totalling a paid working week of 36.25 hours.

Salary The salary for this role is £18,661 per annum (ESMS Support Staff B at point 8).

Holiday 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.

Location The postholder will be based at Stewart's Melville College on Queensferry Road.

Eligibility 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 to work in the UK.

Pension Candidates will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.

Staff Benefits Staff are offered a range of benefits including: 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, as well as access to our EAP provider, Care First.

The closing date for applications is 12pm on Friday, 11 April 2025. We anticipate interviews will be held during week commencing 14 April 2025.