

JUNIOR SCHOOL TEACHING ASSISTANT

Reports to: Assistant Head of Junior School

Responsible for: N/A

Salary: £21,644 per annum - Actual salary

Contract Type: Fixed Term for 1 year

Hours of Work: 9am - 5pm (Term Time Only)



Job Purpose

The Junior School Teaching Assistant is required to work as part of the St Leonards Junior School team which supports the development and delivery of high quality primary education for pupils and families. The Junior School Teaching Assistant will work under the direct supervision of the teaching staff but will ultimately report to the Junior School Assistant Headmaster.

The postholder will be a key point of contact for the Junior School and will play an important role in ensuring the smooth and effective day-to-day operation of the school.



DISCOVER ST LEONARDS

St Leonards has been at the forefront of education since its foundation in 1877. It is a traditional school, yet forward thinking and ever progressive in its outlook, offering a truly inspirational global learning environment for pupils aged 5 to 18.

St Leonards is an HMC and IB World School situated in the heart of the vibrant, historic and cosmopolitan university town of St Andrews, the 'Home of Golf'. The School is fully co-educational with c.550 pupils from Kindergarten to Year 13, over 150 of whom are boarders, with boarding available from age ten. The Junior School accounts for 135 of the pupils of St Leonards, with plans to continue to grow our Junior boarding offering.

With 34 nationalities in the pupil body, it is a school with a truly global outlook. The school's motto is *Ad Vitam* ('for life'), and the approach to learning of the International Baccalaureate permeates all areas of school life, within and beyond the classroom. The IB ethos is central to all that we do in our school community, to our present day and to our future.

St Leonards offers an exceptional range of enriching academic, sporting, musical and creative

opportunities, and was named 'Scotland's Independent School of the Year for Academic Performance' in 2024 and 2026 by the Sunday Times

The average IB Diploma points score in 2025 was 36, with over 85% of all Higher Level (HL) scores graded at 7/6/5 (equivalent to A*/A/B at A level).

The School has recently undergone a multi-million refurbishment programme of the boarding houses; a sector leading golf programme is well established; the record school roll continues to grow; academic achievement is strong; public recognition of St Leonards is incredibly positive; the highest standards of pastoral care are provided by experienced and committed staff, and outstanding teachers are attracted to work in and become part of the inclusive and diverse St Leonards community.

One hour from Edinburgh Airport and approximately a one hour flight from London, our enviable Scottish location is accessible, with beautiful beaches, historic landmarks and rolling countryside on our doorstep.



Key Responsibilities

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including where appropriate, those with special educational needs and disabilities (SEND).
Promote, support and facilitate inclusion by encouraging participation of all pupils in learning.
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.
- Observe pupil performance and pass observations on to the class teacher or line manager (where appropriate).
- Create an Engage Daybook entry for any Academic concerns observed.
- Supervise a class if the teacher is temporarily unavailable.
- Support with learning outside the classroom, beach school, trips and visits.
- Use ICT skills to advance pupils' learning.
- Undertake any other relevant duties given by the school.
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate.
- Support the class teacher in setting up practical activities and organising resources.

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher (or line manager).
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.

- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist teachers.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop and sustain effective professional relationships with colleagues.

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Getting it Right for Every Child (GIFEC) and our school's child protection policy.
- Develop caring and trusting relationships with the pupils.
- Look after children who are upset or have had accidents (administering First Aid where necessary). Undertake supervisory duties including breaks and lunch times as directed by the school.
- Undertake First Aid course and ensure the certificate is kept up to date with support from the school.
- Create Engage Daybook entries for incidents, accidents and pastoral concerns.

Professional Development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Undertake necessary EduCare courses with support from the school.
- Attend INSET days (within contracted work hours).
- Maintain knowledge of the PYP Curriculum.

Wider School Support

- Work collaboratively with colleagues across the school to ensure effective communication and coordination.
- Support wider school initiatives and activities when requested by the Head of Junior School or Senior Management.
- Establish and maintain effective working relationships with staff across all areas of the school.
- Undertake other reasonable duties consistent with the nature and responsibilities of the post, as required by the Head of Junior School or senior management.

General Responsibilities

- Uphold the values, ethos and reputation of the school at all times.
- Maintain a professional, approachable and helpful manner when dealing with pupils, parents, colleagues and visitors.
- Comply with all school policies and procedures, including those relating to safeguarding, health and safety, confidentiality, data protection and information security.
- Contribute to a safe, inclusive and positive environment for all pupils.
- Maintain professional standards of conduct and confidentiality at all times.
- Participate and carry out all duties in relevant meetings, training and professional development as required.
- in accordance with the school's policies and procedures.
- Maintain the highest standards of confidentiality and discretion when handling sensitive pupil, parent and staff information.
- Ensure that confidential information is handled, stored and shared appropriately and in accordance with school policies and relevant data protection requirements.

The duties and responsibilities outlined above are not exhaustive. The postholder may be required to undertake other reasonable duties appropriate to the role and level of responsibility to support the effective operation of St Leonards School.



Person Specification

Experience and Knowledge

Essential

- Proven experience of working in an Education environment.
- Experience of working with children.
- An understanding of child development and the needs of children.
- Awareness of Health and Safety and Child Protection regulations.

Desirable

- Proven experience of working as a teaching assistant, particularly in a Junior or Primary School.
- A clear understanding of the PYP philosophy and the Learner Profile Attributes.

Education, Training and Qualifications

Essential

- Qualifications: SQA Standard Grades or GCSEs in English and Maths.

Desirable

- SQA Highers or A Levels in relevant subjects.
- Professional qualification in childcare or early education.

Competencies / Skills

Essential

- Ability to work independently with initiative and as part of a team.
- Excellent organisational skills.
- Ability to remain calm under pressure
- Patience, empathy, and a genuine passion for supporting children's learning and well-being.
- Excellent communication and interpersonal skills, with the ability to build strong relationships with pupils, parents and colleagues.

- A caring manner with appropriate communication skills to relate to primary aged children.
- Sound IT skills.
- Professional manner and appearance.
- Commitment to safeguarding and promoting the welfare of children.

Desirable

- Empathy with the aims and ethos of the Independent School sector.



THE APPLICATION PROCESS

St Leonards is committed to creating a diverse and inclusive culture, where all members of the community - colleagues, pupils and families - are seen and valued. This culture ensures that St Leonards delivers an outstanding global education in a multi-cultural living, learning and working environment.

Applications should be made via St Leonards [Teacheroo portal](#).

The closing date and time for applications is Noon on **10th November 2026**.

Interview to take place ASAP. We reserve the right to close the vacancy earlier.

Any questions may be directed to recruitment@stleonards-fife.org in the first instance.

All successful applicants will be required to be accepted for membership of the Disclosure Scotland Protecting Vulnerable Groups (PVG) scheme.