



TEACHER ASSISTANT (P4-7)

Erskine Stewart's Melville Schools are seeking to appoint a part-time Teacher Assistant (P4-7) to join The Junior School on a temporary basis from 14 August 2024 to 27 July 2025. 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 postholders working hours will be Monday to Friday during school term time only, 10.30am – 1pm a paid working week of 12.5 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 £6,435 per annum. Qualified Teachers Assistant will be paid on ESMS Support Staff C which is £6,592 - £6,862 per annum

Staff are offered a range of benefits including: a generous holiday allowance, enhanced sick pay, family friendly policies, use of the ESMS swimming pool and fitness room outside school hours, membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations.

This year, ESMS are winners of the Independent Schools of the Year Award in the Performing Arts, Music and Drama category. Independent Schools of the Year Awards showcase transformative and innovative projects from schools across the UK and we are immensely proud that the work of our staff and students has been recognised in this way.

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, 2 August 2024. We anticipate interviews will be held shortly thereafter.

Job Description

Purpose of Job

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

Accountability

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

Key Responsibilities:

Vision and Values

- Promotion of ESMS values and role modelling behaviours associated with them.

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.

Key Relationships

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

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 lunch 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 management 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 professionally reviewed every three years by the Primary 4, 5, 6 or 7 Year Group Leader or relevant Line Manager.

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.

Position	This is a part time, temporary position available from 14 August 2024 until 27 June 2025.
Hours of Work	The hours of work will be Monday to Friday during school term time only, 10.30am – 1pm (a paid working week of 12.5 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 £6,435 per annum. Qualified Teachers Assistant will be paid on ESMS Support Staff C which is £6,592 - £6,862 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.
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.

ESMS reserves the right to withdraw this position at any time.

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 or on 0131 347 5867.

The closing date for applications is 12pm on Friday, 2 August 2024. We anticipate interviews will be held shortly thereafter.