



SUPPLY TEACHERS (Nursery to Primary 7)

The Junior School at Erskine Stewart's Melville Schools (ESMS) are recruiting for teachers to join our bank of supply teaching staff.

The ESMS Junior School is a large, co-educational, independent junior school of approximately 1250 children who become members of either The Mary Erskine School (MES) or Stewart's Melville College (SMC) when they finish Primary 7.

The Junior School has excellent facilities of its own as well as sharing those of the two senior schools. The ethos of the school is that each child's individuality is nurtured within a structured and disciplined framework. We firmly believe that happy children will achieve more academically and in extra-curricular activities. The atmosphere is therefore a caring one with great emphasis on encouraging children to take part in the many opportunities open to them. Children are encouraged to take responsibility whilst being challenged both academically and in general as young people. They learn to make choices and develop confidence in a supportive and positive environment in which our nine Values, common across all three schools, are central to everything we do.

These Values are emphasised at all times as an integral element of our provision. They are Kindness, Appreciation, Integrity, Respect, Grace, Responsibility, Enthusiasm, Commitment and Confidence.

The Nursery and Primary 1-3 classrooms in the Junior School are situated within the grounds of The Mary Erskine School at Ravelston, and Primary 4-7 children are based within the grounds of Stewart's Melville College on Queensferry Road.

We have very high expectations of all our teachers and children. The quality of our teachers is central to the success of our school and each of them is respected as a highly-motivated and committed professional. We expect all our teachers to have the ability to plan effectively, taking account of individual needs, and also to have the ability to create a positive, relaxed and purposeful environment for their children. Our teachers are expected to use a variety of teaching and learning strategies and to follow Junior School policies in respect of recording and assessment. We do not follow the Curriculum for Excellence (CfE). We believe that what we offer reflects the values which are an essential element within the CfE but we also believe in the importance of a structured and more formal approach to the development of our children's skills and confidence in all curricular areas, in particular Language and Mathematics. Regular and relevant assessments are integral to our approach, as is our commitment to ensuring that children and their parents are kept informed of their progress.

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 August 2024. We anticipate interviews will take place in the following weeks after the closing date, concluding before the end of August.

THE POST

BASIC FUNCTION	Supply Teachers support the learning of children in the ESMS Junior School.
ACCOUNTABILITY	Supply Teachers are accountable to Deputy Head – Behaviour Support (Primary 4-7)/Senior Deputy Head (Early Education)/Head of Nursery.
AUTHORITY	Supply Teachers have authority as delegated by the Junior School Leadership Team.
RELATIONSHIPS	Supply Teachers will work closely with other Class Teachers, Year Group Leaders and other colleagues in The Junior School.

THE DEPARTMENT

All Supply Teachers are responsible for supporting children from Nursery to Primary 7 as delegated by Senior Deputy Head (Early Education)/Deputy Head – Behaviour Support (Primary 4-7)/Head of Nursery. It is necessary to work closely with Year Group Leaders, Class Teachers, specialist teachers, Teacher Assistants as well as parents.

RESPONSIBILITIES

1. Teaching

The Supply Teacher has a teaching commitment as required on any given day or week and this may include full days or part days by agreement. They will familiarise themselves with and adhere to school policies.

2 Curriculum Assessment

The Supply Teacher will teach from the plans provided for them and, if necessary, will liaise with the Year Group Leader to plan for their classes.

3. Pastoral Care

The Supply Teacher is responsible for the pastoral care of the children in their classes, along with the appropriate Year Group Leader and members of the Junior School Leadership Team.

4. Administration

The Supply Teacher is responsible for the effective administration of their classes, including the distribution of letters to parents and the completion of all necessary record keeping.

5. Extra-Curricular Activities/Responsibilities

The Supply Teacher may on occasion be asked to play a part in the extra-curricular life of the school.

6. Other Tasks

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

PERSON SPECIFICATION

- High professional and personal standards and a commitment to the Values of the Junior School.
- Excellent communication and analytical skills with a commitment to delivering excellent educational provision.
- Ability to multi-task and prioritise own workload with good attention to detail.
- Independent, self-motivated and organised; with an ability to work as part of a team.
- Positive, confident personality and an enthusiasm for, and enjoyment of, children's company are important.

EXPERIENCE, SKILLS AND QUALIFICATIONS

- Experience of working as a Class Teacher/Subject Specialist Teacher is essential.
- General Teaching Council for Scotland (GTCS) registration is essential.

REMUNERATION

Remuneration will be on the SNCT Scales.

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