

ERSKINE STEWART'S MELVILLE SCHOOLS



Job Description

Junior School Assistant (including Games) 4 available posts

Purpose of Job

The Junior School Assistant (including Games) works in a support role for Year Group Leaders, Class Teachers and Teacher Assistants, particularly in ESMS Junior School. They also support the Junior School Games programme (P4-7).

Accountability

The Junior School Assistant (including Games) is directly responsible to the Deputy Head (Pastoral Care Primary 4-7).

Authority and Direct Reports

The Junior School Assistant (including Games) has authority as delegated by the Deputy Head (Pastoral Care Primary 4-7) and other promoted staff and Class Teachers.

Key Relationships

The Junior School Assistant (including Games) will work closely with each other, the Deputy Head (Pastoral Care Primary 4-7), other members of the ESMS Junior School Leadership Team, Year Group Leaders, Class Teachers and Teacher Assistants.

The Department

The Junior School Assistant (including Games) will work primarily with children and staff in Primary 4-7, as well as Heads of Junior School Games.

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 ESMS Child Protection policy and 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/ Duties and Responsibilities

- To help with supervision of the Primary 4-7 Junior School playgrounds at break and lunch times.
- To help with supervision of children within the dining hall.
- To provide in-class support for teachers in the ESMS Junior School, across Primary 4 to 7.
- To assist class teachers and administrative staff with a wide variety of administrative duties, including photocopying and laminating.
- To help with sporting commitments, including the weekly Games programme plus Saturday morning coaching and games.
- To help with Breakfast Club supervision between 7:45am and 8:30am on a rota basis (1 per week plus a Friday on a 4 week rota).
- To help with 420 Bus Club supervision between 3:30pm and 4:30pm on a rota basis (1 per week plus a Friday on a 4 week rota).
- To help with the supervision of groups of children as necessary.
- To assist with miscellaneous tasks as directed by the DHT Primary 4-7 and other promoted staff and class teachers, including some evening events such as School shows or concerts.
- The Junior School Assistant will be required to attend at least one residential camp to support children for up to four nights duration.

Person Specification

	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none"> • Previous experience of working with children • Previous experience of playing sports 	<ul style="list-style-type: none"> • Previous experience of supporting a teacher in a classroom • Knowledge of Microsoft 365 • Previous experience of coaching children and young people
Skills / Abilities / Capabilities	<ul style="list-style-type: none"> • Independent, self-motivated and organised, with an ability to work as part of a team • Ability to multi-task and prioritise own workload with good attention to detail • A good team player who relates well to others 	<ul style="list-style-type: none"> • Wide knowledge of team sports
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"> • Boundless energy and resilience to drive children in sport

Personal Qualities

- Boundless energy and resilience to allow challenges to be viewed as opportunities
- The ability to deal with every situation calmly and professionally
- Strong commitment to seeing and bringing out the best in children
- 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 feedback.

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 from 8 January 2025 to 26 June 2025 (subject to satisfactory pre-employment checks). There is possibility of extending the contract for another year.
Hours of Work	<p>The average weekly working hours will be 37.5 hours per week. Your core hours will be Monday to Friday, 8:30am to 3:30pm and Saturday morning for 1.5 hours, with the following hours required</p> <ul style="list-style-type: none">• Extra Games every Wednesday from 3:30pm to 4:30pm• Breakfast Club one morning a week, and an additional Friday once every 4 weeks, on a rota basis, from 7:45am to 8:30am• Bus Club once a week, with an additional Friday once every 4 weeks, on a rota basis, from 3:30pm to 4:40pm (Please note this late finish is due to Bus Club, which would only occur on a once-every-four-weeks rota. Otherwise, you would finish at 3.30pm.)
Salary	As a Junior School Assistant (including Games) your salary is £18,476 per annum which is Point B8 on the ESMS Support Staff Salary Scales.
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.
Location	The postholders will be based in the ESMS Junior School on the Queensferry Road site.
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 22 November.

Interviews will take place as and when suitable applications are received. Due to this, the Recruiting Manager has the right to close the vacancy early if an offer of employment is accepted.