

ERSKINE STEWART'S MELVILLE SCHOOLS



Wellbeing Support Assistant

Purpose of Job

The Wellbeing Support Assistant reports directly to the Senior Deputy Head (Wellbeing) for their day-to-day tasks and is a key member of the Wellbeing Support Lead Team and Wellbeing Policy Committee. This role entails providing reactive and planned support to specific children or groups with pastoral needs across the Junior, Middle and Upper School, facilitating their wellbeing and integration into school activities.

Accountability

The Wellbeing Support Assistant is accountable to the Senior Deputy Head (Wellbeing)

Authority and Direct Reports

The Wellbeing Support Assistant will have authority as delegated by the Senior Deputy Head (Wellbeing) and other promoted staff.

Key Relationships

The Wellbeing Support Assistant will work closely with the relevant Deputy Head, the Class Teacher, Heads of House, Year Group, staff, and the School Nurses. The role facilitates effective communication and cooperation among staff members to address student needs.

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 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.

Pastoral Support

- Provide immediate and short-term pastoral interventions to support students. Facilitate group work, 'soft starts', and oversee the Wellbeing Hub or base for reactive support.

Communication

- Correspond effectively with parents and the school community as required. Provide seamless handover of information to guidance leads to ensure continuity of care.

Administrative Support

- Assist the Guidance Administrator with pastoral administration, maintaining records on the in-house reporting system, and minuting Child Planning Meetings. Help in organising resources for staff to support children/parents, e.g., bereavement or changes in family circumstances.

Continuous Professional Development

- Engage in professional learning related to pastoral care and support for children who experience barriers to accessing the curriculum.

Person Specification

	Essential Criteria	Desirable Criteria
Experience		Experience of working with children with additional needs is desirable. Desirable experience supporting a teacher or a child in a school setting.
Skills/ Abilities/ Capabilities	Strong organisational and IT skills, adaptability, and ability to work under pressure are crucial.	
Personal Attributes	Kind and enthusiastic, prioritising the interests of children. Responsible, well-organised, with the ability to multitask and prioritise workload	A good team player with strong interpersonal skills and emotional intelligence. Demonstrates the values of ESMS, with a focus on relational practice within the school

Personal Qualities

- Boundless energy and resilience to allow challenges to be viewed as opportunities
- Dealing with every situation calmly and professionally
- Strong commitment to seeing and bringing out the best in students
- 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 term time only, full time, permanent position from 18 August 2025 (subject to satisfactory pre employment checks). The postholder will be required to work an additional week for training purposes.
Hours of Work	The hours of work will be Monday to Friday, between 8am and 4pm with 30 minutes unpaid for lunch, a paid working week of 37.5 hours. Given the nature of the role, flexibility is essential, as the postholder may occasionally need to work for short periods outside of their regular hours.
Salary	The salary for this post is £24,614, which is on the ESMS Support Staff Salary Scale F20.
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 across The Mary Erskine School and Stewart's Melville College sites.
Eligibility	Candidates must have the Right to Work in the UK in order to apply for this post.
Pension	Candidates will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.
Staff Benefits	Staff are offered a range of benefits including: free school lunch during term time, 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. Staff with children at the Erskine Stewart's Melville Schools are entitled to a tuition fee discount from Nursery to Sixth Form.

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

The closing date for applications is Tuesday 13 May 2025. We anticipate interviews will be held week commencing 19 May 2025.