

## ERSKINE STEWART'S MELVILLE SCHOOLS



### **Nursery Teacher Assistant and Early Birds Assistant**

#### **Purpose of Job**

The Nursery Teacher Assistant supports the Nursery Class Teacher, Senior Lead Practitioner and Early Years Practitioners within the Nursery Room and helps to support and supervise children. They will also support staff with administration and will help to supervise children outdoors.

The Early Birds Assistant supports pupils as they arrive on site each morning.

#### **Accountability**

The Nursery Teacher Assistant is accountable to the Nursery Class Teacher or the Senior Lead Practitioner for their day-to-day tasks.

#### **Authority and Direct Reports**

The Nursery Teacher Assistant has authority as delegated by the Nursery Class Teacher, the Senior Lead Practitioner and the Head of Nursery.

#### **Key Relationships**

The Nursery Teacher Assistant works closely with the other staff within the room and other colleagues from across the department.

#### **The Post:**

#### **Key Responsibilities:**

##### **Supporting Class Teachers or the Senior Lead Practitioners**

The Nursery Teacher Assistant has a responsive and flexible role supporting individuals and groups of children within the Nursery Room as directed by the Nursery Class Teacher or Senior Lead Practitioner.

## **Supporting Children**

The Nursery Teacher Assistant supports children with all aspects of their learning whilst working alongside other members of the team either in the Nursery Room or wider department.

## **Pastoral Care**

The Nursery Teacher Assistant has a shared responsibility with other staff to help and support children by listening to the concerns they express to them and helping to answer their day-to-day enquiries.

## **Other Tasks**

The Nursery Teacher Assistant will undertake any other tasks as directed by the Nursery Class Teacher, Senior Lead Practitioner or other members of management within the Junior School, which may be reasonably put to them in support of the Junior School's function.

## **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.

## Person Specification

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Experience</b>	Experience of working with children is essential	Experience of supporting a teacher in a classroom is desirable  An interest in child development is important
<b>Education/Qualifications</b>	4 passes at National 5 or equivalent at C or above.  Registration with the SSSC within 3 months after start date	NC Early Education and Childcare  SVQ3 (Level 6) Children and Young People or Playwork  HNC in Early Education and Childcare  Further to SSSC registration, a relevant qualification must be achieved
<b>Skills/ Abilities/ Capabilities</b>	Kind and enthusiastic person who puts the interests of the children first.  Ability to multi-task.	Ability to prioritise own workload with good attention to detail.  A good team player who relates well to others.  Responsible and well organised.  Uses courage, care and curiosity to deal with

		<p>conflict.</p> <p>Professionally challenges, influences and motivates others</p>
<b>Personal Attributes</b>		<p>Demonstrates the values of the ESMS.</p> <p>Appreciates the impact of change on the school and individuals</p> <p>Nurtures professional interpersonal relationships with staff and students</p>

## 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.

<b>The post</b>	This is a temporary position available from January 2025 until June 2025 (subject to satisfactory pre-employment checks).
<b>Hours of Work</b>	The hours of work will be Monday to Friday, 07.30am - 08.30am as an Early Birds, a paid working week of 5 hours. As a Nursery Teacher Assistant, the hours of work will be Monday to Friday, 8:30am to 3:30pm with 30 minutes unpaid for lunch, totalling a paid working week of 37.5 hours.
<b>Salary</b>	Salary will reflect qualifications and relevant experience. The salary range is salary range is £19,777 per annum (ESMS Support Staff C Scale at point 9).
<b>Holiday</b>	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.

<b>Location</b>	The postholder will be based at the ESMS Junior School on the Ravelston site.
<b>Eligibility</b>	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.
<b>Pension</b>	Candidates will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.
<b>Staff Benefits</b>	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 29 November 2024. We anticipate interviews will be held week commencing 2 December 2024.**