



### **Pupil Support Assistant (Part Time) – Fixed Term**

<b>Department:</b>	Junior Years
<b>Hours:</b>	30 hours per week, term time only
<b>Working Pattern:</b>	Monday – Friday, 6 hours per day
<b>Contract:</b>	Fixed Term to Jan 2027
<b>Salary:</b>	£16,891.59 per annum, based on an hourly rate of £12.71
<b>Reporting to:</b>	Deputy Rector Junior Years
<b>Direct Reports:</b>	N/A
<b>Location:</b>	Margaret Harris Building, Euclid Crescent

### **Information about the High School of Dundee Junior Years**

The High School of Dundee is seeking to appoint for a fixed term a well-qualified, enthusiastic and effective Pupil Support Assistant to join our friendly, committed and high-performing Junior Years team.

Currently the post is a fixed term to January 2027 contract for a part time position with the successful candidate working 6 hours per day Monday to Friday.

#### **Location**

The Junior Years are housed in the Margaret Harris Building which it shares with the Music Department and the Learning Skills Department. Junior Years pupils may visit other areas of the school for certain activities e.g., Physical Education, Home Economics, IT and Library. Dining facilities are provided in the Margaret Harris Building.

#### **Curriculum**

Pupils follow a structured programme in English Language, Mathematics, Science, History, Geography, Expressive Arts, Religious and Moral Education and Personal and Social Education. Senior School specialist teachers are involved in the teaching of Physical Education, Music, Home Economics, Mandarin, Drama and IT at certain stages in the Junior Years. Pupils in L4-L7 are bussed to the Mayfield Sports Centre twice a week for Physical Education while pupils in L1-3 have PE lessons on the main campus.

#### **Organisation**

There are currently 227 pupils in the Junior Years.

For session 2025-26 there will be 13 Class Teachers, 4 Pupil Support Assistants, 1 Junior Years Administrator, 1 Deputy Head and led by the Deputy Rector – Head of Nursery and Junior Years.

Class sizes vary but are usually in the low twenties. L1 and L2 classes are capped at 20 per class. In Early Years the majority of the teaching is carried out by the class teacher with specialists involved only in the teaching of Physical Education and Music. The contribution of specialist teachers increases in the Upper Stages and by L7 pupils receive specialist tuition for Mandarin, Home Economics, Drama, IT in addition to Music and PE. Pupils are set by ability for Mathematics from L4 to L7.

Our Junior Years PSA team work closely with class teachers, particularly in our Early Years classes to help teachers with literacy and numeracy activities.

Our PSAs also take lead roles in the playground and in supervising in the lunch hall every day.

Our Sunrise and Sunset Clubs operate in term time from 7:45am to 8.30am and from 4.15pm to 6.00pm.

## The Candidate

### Person Specification

#### Essential:

- A teaching qualification or SNNB / HNC In Childcare / Education or equivalent
- Experience of working in schools or early years establishments
- A dynamic approach to learning and teaching
- Empathy with children
- Enthusiasm and drive
- An open and approachable manner
- An understanding of how children interact with their peers and adults.
- An ability to act calmly and appropriately when concerns are raised.
- A commitment to develop the role of the PSA team in our Junior Years
- The ability work within a team
- Excellent oral and written communication skills
- Excellent observational and organisational skills
- High standard of IT skills
- Ability to communicate and liaise effectively and sensitively with parents
- A commitment to ongoing professional development
- Ability to work on own initiative

#### Desirable:

- Flexibility and a sense of humour

***The School requires all newly appointed staff to undertake a check with the Scottish Criminal Records Office in line with the Protection of Vulnerable Groups ('PVG') Scheme. Offers of employment are conditional upon satisfactory registration with the PVG Scheme.***

***Please note we are unable to provide sponsorship for a work visa so candidates should ensure they already have or are able to obtain the right to work in the UK before applying.***

***The job description is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and jobholders will be expected to carry out other duties assigned which are appropriate to the role.***

#### **How your information will be used**

To progress your application, for administrative purposes, High school of Dundee will record, keep and hold the personal data which you have provided in this application stored in our HR files. Your data will not be transferred to any third parties outside of High School of Dundee. If you are successful High School of Dundee will retain this data as part of your employee record which will be stored based on our [Staff Privacy Notice](#). In the event your applications is unsuccessful, we will hold the application and the data contained for three months in case of a future vacancy which we may invite you to apply for, following which we will delete it.

If you have any questions about High School of Dundee's use of data please contact us.