

REC/UT/2/12

APPLICATION PACK

EDUCATION DEPARTMENT

TEACHER OF PUPIL SUPPORT (LEARNING)
(0.5 FTE – TEMPORARY UNTIL JUNE 2019)

MEARNS CASTLE HIGH SCHOOL

ERN01862

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This Application Pack should contain all the information you require to complete your application.

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EDUCATION DEPARTMENT

POST:	Teacher of Pupil Support (Learning) (0.5 FTE – Temporary until June 2019)
REF:	ERN01862
GRADE:	Main Grade
SALARY:	£13,719 - £18,240 per annum
HOURS:	17.5 per week – Mon all day, Tue all day, Wed am
LOCATION:	Mearns Castle High School

Applicants should be able to demonstrate the necessary skills and experience to teach across the age and ability range and to play an active role in assisting to take Mearns Castle High School forward within the context of one of Scotland's highest performing local authorities.

This post is considered Regulated Work with Children, under the Protection of Vulnerable Groups (Scotland) Act 2007. It is an offence therefore to apply if you are barred from working with children.

Closing date for applications: midnight on Sunday 18 November

Shortleet date: 21 November 2018

School Visit: 27 November 2018

Interview date: 3 December 2018

If you would like an informal discussion about the post, please contact Dean Smith, Head Teacher, on 0141 577 2300.

Disability Confident

If a disabled applicant can clearly show in their application that they meet the essential criteria for the job (as shown in the person specification) they will be given the opportunity to demonstrate their abilities at interview.

Communication

As you are applying for this post on-line you will receive an automatic e-mail receipt once you have submitted your form.

You should also note that all communication will be sent electronically to the email address you provide on your form. This can include the following:

- Email notification advising of outcome of shortlisting
- Invite to interview email
- Conditional offer email
- Full employment contract

Given the nature of the correspondence you should ensure that the email address you provide is secure and relevant (i.e. not public or work related if possible)

JOB DESCRIPTION – Teacher (Unpromoted)



RESPONSIBILITIES

All teachers have a responsibility to carry out the list of duties contained in Annex B of the Agreement “*A Teaching Profession for the 21st Century*”.

Subject to the policies of the school and the education authority, the duties of teachers, promoted and unpromoted, are to perform such tasks as the Head Teacher shall direct having reasonable regard to overall workload related to the following categories:-

- (a) Teaching assigned classes together with associated preparation and correction
- (b) Developing the school curriculum
- (c) Assessing, recording and reporting the work of pupils
- (d) Preparing pupils for examinations and assisting with their administration
- (e) Providing advice and guidance to pupils on issues related to their education
- (f) Promoting and safeguarding the health, welfare and safety of pupils
- (g) Working in partnership with parents, support staff and other professionals
- (h) Undertaking appropriate and agreed continuing professional development
- (i) Participating in issues related to school planning, raising achievement and individual review
- (j) Contributing towards good order and the wider needs of the school

KEY DUTIES ASSOCIATED WITH AREAS OF RESPONSIBILITY

Curriculum

It is expected that, within the guidelines of the authority and within each school's framework for the delivery of the curriculum, all teachers will undertake, individually, and collaboratively as appropriate, duties allocated from the following list:

- Teach assigned classes
- Plan coherent and progressive teaching programmes that match pupils' needs and abilities
- Develop teaching and assessment materials
- Use the results of assessment to evaluate and improve teaching, and the learning and attainment of pupils
- Set and maintain targets and the pace of work for all pupils
- Prepare pupils for internal and external assessments
- Assist with the administration of internal and external assessments
- Record, monitor and report on pupil progress
- Meet with parents/carers to report on pupil progress and ongoing educational needs
- Contribute to the effective running of stage/curricular area/subject/department
- Contribute to development planning, evaluation and quality improvement processes

Care and Welfare

It is expected that, within the guidelines of the authority, and within each school's framework for the care and welfare of pupils, all teachers will undertake, as appropriate, duties allocated from the following list:

- Maintain classroom discipline and promote positive behaviour
- Promote and safeguard the health welfare and safety of pupils
- Provide advice for pupils as appropriate
- Monitor and take appropriate action in relation to routine aspects of the attendance, behaviour and progress of these pupils
- Contribute to the planning and transfer of pupils across transitional stages
- Communicate with parents/carers, as appropriate.

Collegiate

It is expected that, within the guidelines of the authority, and within each school's framework for collegiate activities, all teachers will undertake, as appropriate, duties allocated from the following list:

- Engage in the process of curriculum development in collaboration with colleagues
- Contribute to the planning, development and implementation of policies
- Participate in the induction of new colleagues and student teachers
- Work in collaboration with other professionals

Collegiate duties may be undertaken on an authority, cluster, whole school, stage basis and in the stage/curricular area/ subject/department of each teacher.

Professional Development

It is expected that, within the guidelines of the authority, and within each school's development framework, all teachers will undertake professional learning and development, as agreed with their designated line manager:

- Participate in the annual Professional Review and Development process
- Undertake appropriate, and agreed, continuing professional development.

Allocation of Duties

Teachers are accountable, through appropriate line managers, to the Head Teacher and, in turn, through him/her to the Director of Education.

Following a process of consultation, each teacher's line manager will determine the particular duties that they will carry out, and which may vary, as required.

Duties must be capable of being undertaken within contractual time and will have regard to workload.

PERSON SPECIFICATION – Teacher (Unpromoted)



POST: Teacher SCHOOL : Mearns Castle High School		SUBJECT : Pupil Support (Learning)	
	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS / ACCREDITATION	As required by the General Teaching Council for Scotland (GTCS). Full registration in teaching required for permanent posts.	Additional qualification in teaching.	Application Form
WORK HISTORY	Appropriate experience of teaching classes across the age range and ability range.	Ability to use technology to enhance teaching and learning.	Application Form
WRITTEN COMMUNICATION SKILLS	Correct use of english grammar, punctuation and spelling. Well crafted and relevant. Succinct and coherent.	Limited use of acronyms but when used; these should be explained in full. Application form free from jargon.	Application Form
PROFESSIONAL KNOWLEDGE AND UNDERSTANDING	Detailed working knowledge of sector in which qualified and professional responsibilities within that.	Evidence of experience in planning successful interdisciplinary programmes.	Application Form and Interview
PROFESSIONAL SKILLS AND ABILITIES (A)	Ability to meet the needs of all pupils through partnership working.	Experience of staged intervention, Integrated Assessment Framework, Joint Support Team or equivalent.	Application Form and Interview

PROFESSIONAL SKILLS AND ABILITIES (B)	Ability to organise and manage classes using effective strategies.	Has sought feedback or gathered evidence from parents, pupils, staff to improve practice.	Application Form and Interview
PROFESSIONAL SKILLS AND ABILITIES (C)	Ability to apply the principles of assessments, recording and reporting.	Evidence of use of range of formative, summative techniques and data.	Application Form and Interview
PROFESSIONAL VALUES AND PERSONAL COMMITMENT (A)	Has undertaken a range of appropriate, meaningful and influential professional development.	Evidence of changed and improved practice.	Application Form and Interview
PROFESSIONAL VALUES AND PERSONAL COMMITMENT (B)	Contribute and respond to changes in education policies and practices.	Evidence of having contributed to whole school development activities.	Application Form and Interview
OTHER RELEVANT INFORMATION			Application Form and Interview