

ERSKINE STEWART'S MELVILLE SCHOOLS'



JUNIOR SCHOOL

APPOINTMENT OF COVER TEACHER (PRIMARY 4 TO PRIMARY 7) – PART TIME

The ESMS Junior School is seeking to appoint a permanent, part time Cover Teacher from 19 August 2021. The postholder will work between 10 and 15 hours per week (dependent on staffing and timetabling requirements), spread over 4 days (Tuesday, Wednesday and Thursday afternoons and possibly all day Friday). The working pattern and hours may be changed annually, in consultation with the postholder. Staff at ESMS are passionate, pioneering and strive for excellence in everything they do. We value the incredible contributions they make to school life, we invest in their careers and we support their ambitions so that they flourish professionally and personally.

An interest in sport and/or becoming involved in our extra-curricular programme would be preferable, though not essential. Involvement in our extra-curricular programme would see a successful applicant moved to our enhanced ESMS pay scales.

The closing date is 12pm on Friday 9 April 2021. We anticipate interviews will take place on Friday 23 April 2021 – if restrictions allow, we will conduct the interviews in-person.

ESMS

The Mary Erskine School, Stewart's Melville College and the ESMS Junior School are administered by the Royal Company of Merchants of the City of Edinburgh. Since 1989, powers have been devolved to the Erskine Stewart's Melville Schools' Governing Council, a sub-committee of The Merchant Company Education Board.

Since 1978 there have been two Senior Schools and a Junior School. An overall roll of over 2780 pupils reflects parental belief that sons and daughters are obtaining an ideal combination of co-education and single-sex schooling. The complete 'twinning' of the Sixth Form since August 1999 was the logical culmination of two decades of parallel and complementary development by the two Senior Schools.

The schools are predominantly for day pupils, but there is a boarding house for approximately 30 girls and boys in the grounds of Stewart's Melville College and this reinforces a powerful sense of community. All three schools are characterised by high academic standards and by fine reputations in music, sport and a wide range of extra-curricular activities.

The values of the schools rest on the belief in the uniqueness of each individual child. The schools attach great importance to pastoral care.

ESMS JUNIOR SCHOOL

The ESMS Junior School is a large, co-educational independent junior school of around 1150 children, who automatically become members of either The Mary Erskine School (the girls' school) or Stewart's Melville College (the boys' school) when they finish Primary 7.

The Junior School has excellent facilities as well as sharing those of the two senior schools. The ethos of the school is that each child's individuality is nurtured within a carefully planned and supportive framework. It is the belief that happy children will achieve more academically and in extra-curricular activities. The atmosphere is therefore a caring one with great emphasis on encouraging children to take part in the many opportunities open to them. Children are helped to take responsibility and they are challenged academically. They learn to make choices and develop confidence in a supportive and positive environment in which the nine Values, common across all three schools, are central to everything and emphasised at all times as an integral element of the school's provision. The schools' Values are kindness, appreciation, integrity, respect, grace, responsibility, enthusiasm, commitment and confidence.

The Nursery and Primary 1-3 classrooms are situated within the grounds of The Mary Erskine School at Ravelston and Primary 4-7 children are based within the grounds of Stewart's Melville College at Queensferry Road, one mile to the east.

STAFF

There are approximately 85 teachers in the ESMS Junior School. They are supported by an excellent team of support staff, whose high standards make a major contribution to the quality of the school.

PROFESSIONAL REVIEW AND DEVELOPMENT

The Cover Teacher is expected to take advantage of the opportunities provided for CPD. The Cover Teacher will be professionally reviewed by the Assistant Head (Behaviour Support, Primary 4-7), and post-PRD checked by the Senior Deputy Head, in accordance with school policy.

PROFESSIONAL REVIEW AND DEVELOPMENT

The Cover Teacher is expected to take advantage of the opportunities provided for CPD. The Cover Teacher will be professionally reviewed by the Assistant Head (Staff Development, Primary 4-7), and post-PRD checked by the Headteacher, in accordance with school policy.

THE POST

This is a permanent position for 15 hours per week, available from 19 August 2021.

BASIC FUNCTION

The Cover Teacher has a part-time teaching commitment.

ACCOUNTABILITY

The Cover Teacher is directly accountable to the relevant Year Group Leader for the day-to-day administration of their class and, through them, to the Assistant Head (Operations and Staff Development, Primary 4-7) and the Senior Deputy Head.

AUTHORITY

The Cover Teacher has authority as delegated by the appropriate Year Group Leader and Assistant Head (Operations and Staff Development, Primary 4-7).

RELATIONSHIPS

The Cover Teacher works closely with the other Class Teachers in the Year Groups, with the Support for Learning staff and with the parents of their classes.

RESPONSIBILITIES

- (a) **Teaching**
The Cover Teacher has a part-time teaching commitment. They will familiarise themselves with, and adhere to, school policies.
- (b) **Curriculum and Assessment**
The Cover Teacher, along with colleagues, will continue to develop and plan for the curriculum. They may be asked to represent a Year Group(s) as a member of a Focus Group or Working Party.
- (c) **Pastoral Care**
The Cover Teacher is responsible for the pastoral care of the children in their classes, along with the Year Group Leader and the Assistant Heads (Pastoral Care and Behaviour Support Primary 4-7).
- (d) **Administration**
The Cover Teacher is responsible for the effective administration of their classes, including the distribution of letters to parents and the completion of all necessary record keeping.
- (e) **Extra-Curricular Activities/Responsibilities**
The Cover Teacher will be involved every week with Games and/or a Primary 4-7 Club. They may attend school events which involve children in their classes or Year Groups (if appropriate) and other events (musical, sporting, etc), which are of interest to them.
- (f) **Other Tasks**
The Cover Teacher will undertake any other tasks, as directed by the Year Group Leader or other members of management within the Junior School, which may be reasonably put to them in support of the Junior School's function.

PERSON SPECIFICATION

- High professional and personal standards and a commitment to the Values of the Junior School.

- Excellent communication and analytical skills with a commitment to delivering excellent educational provision.
- Ability to multi-task and prioritise own workload with good attention to detail.
- Independent, self-motivated and organised; with an ability to work as part of a team.
- Positive, confident personality and an enthusiasm for, and enjoyment of, children's company are important.
- A sense of humour is vital.

EXPERIENCE, SKILLS AND QUALIFICATIONS

- General Teaching Council for Scotland (GTCS) registration is essential.
- Experience of working as a Class Teacher is essential.

REMUNERATION 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.

Salary	Remuneration will be on the ESMS A scale for postholders who are involved in the extra-curricular programme and is dependent on qualifications and experience. Postholders who are not involved in the extra-curricular programme will be appointed on the SNCT Scale, dependent on qualifications and experience. Salaries are reviewed annually on 1 st April.
Contract	This is a permanent position for between 10 and 15 hours per week (dependent on staffing and timetabling), available from 19 August 2021.
Extra-Curricular	<p>All members of our teaching staff are also committed to the extra-curricular life of the school and are involved in a variety of ways in the educational and personal development of children out with the classroom, often including the weekly coaching of girls' and boys' Games and the supervision of Saturday matches.</p> <p>The successful candidate will be expected to contribute to the wide range of extra-curricular opportunities offered to all our children.</p>
Pension	All teachers are automatically enrolled into the Scottish Teachers' Pension Scheme.
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.

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. Teachers with children at the Erskine Stewart's Melville Schools are entitled to a tuition fee discount of 50% from Nursery to Sixth Form.

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

APPLICATION PROCEDURE

Applicants must complete the Teaching Staff application form and Equal Opportunities Monitoring form to be considered for this position. Please note CVs will not be accepted. Please submit both forms to recruitment@esms.org.uk before the closing date.

Any enquiries about this position should be directed to Jenny Mallinson, HR Advisor, at recruitment@esms.org.uk.

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