



<b>POST TITLE</b>	<b>PUPIL SUPPORT LEADER</b>
<b>DIRECTORATE</b>	<b>COMMUNITIES AND FAMILIES</b>
<b>SERVICE</b>	<b>SCHOOLS &amp; LIFELONG LEARNING</b>
<b>RESPONSIBLE TO</b>	<b>HEAD TEACHER</b>

**POST: PUPIL SUPPORT LEADER**  
**SCHOOL: CURRIE COMMUNITY HIGH SCHOOL**

**Section 1: Background information**

**Headteacher:** Jennifer Hutchison  
**School Address:** 31 Dolphin Avenue, Currie, Edinburgh, EH14 5RD  
**Tel:** 0131 449 2165  
**Website:** curriehighschool.co.uk  
**E-mail:** admin@currie.edin.sch.uk  
**School Roll:** 854  
**Staffing Structure:** The Senior Leadership Team comprises the Headteacher, 3 Depute Heads, and a Business Manager.  
Total staffing complement is made up of 66.43 FTE Teaching Staff and 17.36 FTE Support Staff.  
There are 14 Curriculum Leaders including 3 Pupil Support Leaders and 1 Support for Learning Leader  
**Staff Managed by PSL** 0 FTE Teaching Staff  
**Teaching time:** 12 hours

**History and Description of the School:**

Currie Community High School is situated to the south west of the City of Edinburgh and serves the communities of Currie, Riccarton, Juniper Green and Baberton Mains. The school has served the local community for some 350 years. The school enjoys excellent links with the local community and as a designated community high school, a quality community programme is offered. The school’s SQA results are above both local and national averages and an extensive range of wider achievement opportunities are offered. The school is firmly committed to raising attainment and promoting positive achievement, leading to a high level of positive and sustained destinations of which Currie High has an outstanding record.

Our school values of Ambition, Respect, Equality underpin our positive culture and ethos; where celebrating success of our wonderful young people is at the heart of what we do. We also recognise the importance of our school as a community and we have been recently awarded the Gold LGBT Charter Mark which we are very proud of. We are a proactively anti racist school and are

passionate about celebrating diversity, similarity and difference in our school. With over 49 languages spoken, we take the opportunity to embrace the rich cultural experiences of everyone in our school community. We are also working towards Rights Respecting School status, we hold a Silver Food For Life Catering award and have maintained Green Eco Schools status for 10 years. We were also awarded Scotland's Most Enterprising School in 2021 and in August of this year were awarded SCQF (Scottish Credit Qualifications Framework) Silver status as a result of sector leading work in promoting curriculum pathways with purpose. Within our inclusion provision, we have an Enhanced Support Base where we support young people with severe and complex needs. This is a fantastic resource within our school where young people are not only thriving with the support they receive but also in mainstream classrooms. This is just a flavour of the innovative approaches which make Currie Community High School a unique, desirable and welcoming place to work.

### **Accommodation and Facilities:**

We are very excited to be moving to a new school build during 2025 which will be the first Passivhaus Secondary school in Scotland. Our vision for the new school encompasses innovative and cutting edge pedagogy with the development of 21st Century ready skills at the core of all we do. The school will benefit from inspirational learning spaces and technology including high quality outdoor spaces to enable young people to continue to become leaders of their own learning and to experience a broad, varied and bespoke curriculum.

### **School Improvement Plan:**

Available upon request

## **Section 2: Job Outline**

The Pupil Support Leader will be part of a Leadership and Management team of four teaching staff within Currie Community High School to ensure high quality pupil support with the ultimate aim of maximising attainment and support for all pupils. They will work as the Pupil Support Leader with a specific remit to take a joint lead role in managing the Pupil Support department with other Pupil Support Leaders.

As well as managing Pupil Support, they will be expected to be forward-thinking and innovative in terms of leading, managing and delivering the most appropriate PSE/HWB courses to all levels of ability at all stages in the school.

The Pupil Support Leader will be an active member of the school leadership team who will be responsible for the development, implementation and monitoring of effective pupil support policies and procedures within the school. There will be a need to keep up to date with current theories and practice relating to effective support and effective and inclusive classroom teaching to ensure that appropriate implementation occurs within these departments as they focus on school, Children and Families and National priorities.

The Pupil Support Leader will undertake the duties outlined for all teachers as set out in Annex B of 'A Teaching Profession for the 21<sup>st</sup> Century'. They will teach for up to 50% of the pupil week.

The Pupil Support Leader will undertake duties related to the following:

- a) Responsibility for the leadership, good management and strategic direction of colleagues
  - To be responsible for the planning and strategic direction of the Pupil Support within whole school priorities
  - To oversee Pupil Support improvement plans for the agreed priority areas and be accountable for their progress
  - To effectively manage the budget and resources of Pupil Support
  - To participate in the recruitment of staff
  
- b) Responsibility for Curriculum development and quality assurance
  - To develop and retain an overview of the direction, scope and pace of curriculum development within Pupil Support
  - To promote, develop, implement and monitor school policies related to teaching and learning and Pupil Support
  - To work with and advise colleagues as key adults in a professionally supportive and practical manner to ensure best practice in supporting pupils
  - To promote active participation of pupils in school experiences and their participation in self-evaluation and target setting exercises in line with school policy
  - To oversee arrangements for assessment and reporting for pupils in their caseload
  - To ensure that assessment records are carefully analysed to identify areas of success or concern and implement appropriate action.
  
- c) Contribute to whole school policy in relation to behaviour management of pupils
  - To support colleagues in the effective implementation of the school's behaviour policies
  - To ensure that colleagues are familiar with relevant whole school policies
  - To ensure pupil records are carefully maintained, analysed and shared with colleagues to inform effective planning and effective learning and teaching
  - To lead and support development work in relation to Pupil Voice
  
- d) Responsibility for the joint management and guidance of colleagues in Pupil Support
  - Joint leadership and management of Pupil Support meetings and quality assurance processes
  - To ensure that colleagues are familiar with whole-school policies and the pupil support improvement plan
  - To develop and maintain a Pupil Support handbook
  
- e) Responsibility for reviewing the CPD needs, careers development and performance of colleagues
  - To lead and/or facilitate CPD for school staff in the area of pupil support

- f) The provision of advice, support and guidance to colleagues
- To initiate professional discussion, as appropriate, relating to theories, practices and research information on pupil support
  - To update school staff on national and local policies, procedures and best practice in pupil support
- g) Responsibility for working in partnership with colleagues, parents, other specialist agencies and staff in other schools as appropriate
- To be responsible to the relevant Depute Head Teacher for the quality of whole school pupil support
  - To initiate and participate in whole school consultation, cross departmental discussion and decision-making processes and subject enquiries
  - To promote and implement effective links with Pupil Support Leaders and staff and the Support for Learning Leader
  - Meet parents and specialist agencies as necessary to support pupils at all stages in their school career
  - To liaise and work directly with all agencies as part of Getting It Right For Every Child

### **Section 3: Any special requirements**

The Pupil Support Leader will have significant relevant experience as a teacher and have achieved the highest level of professionalism in the classroom. A sound knowledge of current national Health & Wellbeing developments and teaching and learning theory and practice and willingness to keep abreast of such developments and theory will be required. Evidence of a clear ability to implement and evaluate such methodology will also be of critical importance.

The Pupil Support Leader must be able to demonstrate an ability to create, motivate and work effectively within a team and organise workload to meet deadlines. Good management liaison, communication and presentational skills and a commitment to maximising pupil progress are essential to this post.

The Pupil Support Leader should demonstrate:

- proven ability to form good relationships with pupils, parents, staff and the wider community
- enthusiasm, energy, commitment, initiative, optimism and flexibility
- an empathy with pupils
- a commitment to personal development

### **Section 4: Additional Information**

The City of Edinburgh Council is an equal opportunities employer and will prevent discrimination, particularly on the grounds of sex, marital status, race, colour, religious belief, political belief, sexuality, nationality, ethnic origin, age, trade union activity, responsibility for dependents or employment status. Note: Candidates are required to be registered, or eligible to be registered with, the General Teaching Council for Scotland (GTCS).