

POST TITLE	PUPIL SUPPORT LEADER
DIRECTORATE	COMMUNITIES AND FAMILIES
SERVICE	SCHOOLS & LIFELONG LEARNING
RESPONSIBLE TO	HEAD TEACHER / DEPUTE HEAD TEACHER

POST: PUPIL SUPPORT LEADER
SCHOOL: QUEENSFERRY HIGH SCHOOL

Section 1: Background information

Headteacher: Craig Downie
School Address: 80 Station Road, South Queensferry EH30 9JX
Tel: 0131 319 3200
Website: www.queensferryhigh.co.uk
E-mail: admin@queensferry.edin.sch.uk
School Roll: 1,250
Staffing Structure: The Senior Leadership Team comprises the Headteacher, 4 Depute Headteachers and a Business Manager.
Total staffing complement is made up of 74.18 FTE Teaching Staff and 22 Support Staff.
There are 17 Middle Leaders (8 Curriculum Leaders, 6 Pupil Support Leaders, the Support for Learning Leader, the Enhanced Support Leader and the Wellbeing Hub Leader)
Staff Managed by CL -
Teaching time: Up to 12.5 hours

History and Description of the School

Queensferry High School is a non-denominational secondary school which serves the area of north west Edinburgh. It serves the communities of Echline, Queensferry, Dalmeny and Kirkliston. We have a strong ethos at Queensferry High School and are proud to create an atmosphere and learning environment which prepares young people with the knowledge and skills for a successful adult life. Our school values include being Responsible, Supportive, Ambitious, Honest, Fair and Committed, with Respect at the heart of our core values.

School Improvement Plan

The school is firmly committed to improving attainment/achievement, particularly in literacy and numeracy; closing the attainment gap between the most and least advantaged children; improving young people's health and wellbeing; improving employability skills and positive destinations for all young people. These are whole school priorities and reflect local, CEC and national priorities.

Accommodation and Facilities

The school moved into the brand new building in the summer of 2020 under the Government's Scotland's Schools for the Future Initiative. We have excellent resources and each room is fully equipped with up-to-date IT resources. The grounds are surrounded by a car park and playing fields. There is a security perimeter fence and close circuit television (CCTV) cameras are in operation. The new build has capacity for 1,200 students and has commanding views of the Forth estuary (including the three bridges).

Further information can be obtained at www.queensferryhigh.co.uk.

Section 2: The Job Outline

Pupil Support Leaders will be part of a Management and Leadership team of Queensferry Community High School working to ensure high quality pupil support with the ultimate aim of maximising attainment and support for all students. He/she 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. The three successful candidates will take responsibility for a year group caseload, working from our S1, S2, S3 and S5 cohorts.

Pupil Support Leaders will be allocated up to 12.5 hours of pupil contact time. This contact may be with a class to deliver PSE (not to exceed 11.25 hours) or to work with smaller groups and individual pupils within their caseload. As well as managing Pupil Support, the three successful candidates 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.

Pupil Support Leaders will be active members of the school management 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.

Pupil Support Leaders will undertake the duties outlined for all teachers as set out in Annex B of 'A Teaching Profession for the 21st Century'. He/she may teach for up to 50% of the pupil week.

Pupil Support Leaders 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 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 students

- To support colleagues in the effective implementation of the school's Positive Behaviour Policy
- 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 the 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 Support for Learning Leaders
 - 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 and Teams Around the Cluster