

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

POST: PUPIL SUPPORT LEADER
SCHOOL: TYNECASTLE HIGH SCHOOL

Section 1: Background information

Headteacher: Hazel Kinnear

School Address: Tynecastle High School 2 McLeod Street, Edinburgh EH11 2ND

Tel: 0131 337 3488

Website: <https://tynecastlehighschool.org.uk/>

E-mail: Admin@tynecastle.edin.sch.uk

School Roll: 850

Staffing Structure: The Senior Leadership Team comprises the Headteacher, 3 Depute Heads and a Business Manager.
Total staffing complement is made up of 79 FTE Teaching Staff and 28 FTE Support Staff.
There are 13 Curriculum Leaders (including 3 Pupil Support Leaders and 1 Support for Learning Leader)

Staff Managed by PSL 0 FTE Teaching Staff

Teaching time: 7.35 hours

History and Description of the School:

Tynecastle High School is a six-year comprehensive secondary school which has served west-central Edinburgh with distinction for over 100 years. The school moved to a fantastic new site in January 2010 and has first class

educational facilities. The school is thoroughly rooted in its local community, with learners drawn from Balgreen, Craiglockhart, Dalry, and Stenhouse Primary Schools. The school has nearly forty different languages spoken and is very proud of its reputation as a strongly multi-cultural and inclusive school. The school roll is currently around 850.

Section 1: School Improvement Plan

The school is firmly committed to raising attainment and promoting achievement, offers a wide range of subjects and successfully presents students for SQA exams at all levels. As well as a strong record in supporting young people into the world of work, the school has, over many years, successfully supported significant numbers of high attaining students into a wide range of courses at Universities across the UK. The school knows all young people very well and ensures that they move on to the most suitable positive destination.

The Senior Leadership Team believes that the key to educational success for our learners is a professionally skilled and enthusiastic staff team. As an Apple Distinguished School and Training Centre, digital technology is firmly embedded in the work of the school and our 1:1 strategy sees iPads issued to all S1-6 students. We welcome applications for any vacant posts from positive teachers with a commitment to excellence in teaching and learning and to warm, mutually respectful relationships with learners, their parents and the local community.

Major pillars of the school's values are Challenge, Ambition, Respect, Enjoyment and Success: Tynecastle CARES. There is a strong sense of pride in the school demonstrated by students, staff and parents. Staff know their students well and a high priority is set by all staff on pastoral care and on ensuring pupils' welfare. The atmosphere is welcoming and warm with respectful relationships underpinning purposeful learning.

Section 2: Job Outline

The Pupil Support Leader will be part of a Leadership and Management team of teaching staff within Tynecastle High School to ensure high quality pupil support with the ultimate aim of maximising attainment and support for all pupils. S/he 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, s/he 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 21st Century, Eg S/he 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 dependants or employment status.

Note: Candidates are required to be registered, or eligible to be registered with, the General Teaching Council for Scotland (GTCS).