

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

POST: PUPIL SUPPORT LEADER
SCHOOL: JAMES GILLESPIE'S HIGH SCHOOL

Section 1: Background information

Headteacher: Mr Neil McCallum
School Address: 20 Warrender Park Rd, Edinburgh EH9 1DD (Main Campus)
 7 Gillespie Street, Edinburgh, EH3 9NH (Darroch Campus)
Tel: 0131 447 1900
Website: <https://jamesgillespies.co.uk/>
E-mail: admin@jamesgillespies.edin.sch.uk
School Roll: 1800
Staffing Structure: The Senior Leadership Team comprises the Headteacher, 5 Depute Heads, and a Business Manager.
 Total staffing complement is made up of 119 FTE Teaching Staff and 18 FTE Support Staff.
 There are 19 Curriculum Leaders (including 6 x Pupil Support Leaders and 1 Support for Learning Leader)
Staff Managed by PSL 0 FTE Teaching Staff
Teaching time: 16 hours

History and Description of the School:

James Gillespie's High School, founded in 1803, sits in the heart of the beautiful city of Edinburgh. Our catchment-area includes many of its glories – Edinburgh Castle, the Royal Mile, the University of Edinburgh, the National Gallery and even the Scottish Parliament. Over the 214 years of its history the school has retained a unique status amongst Edinburgh people, with a consistent ethos of high educational standards and valuing students' individual talents and strengths. We continue to be one of the most sought after schools in the country and, since becoming comprehensive in the 70s,

we have continued to be a successful, culturally diverse school, educating and meeting the needs and aspirations of boys and girls from aged 11 to 18 years of age.

Our students describe us a great school, visitors regularly comment on our pupils' ease and friendliness and we have very many distinguished former pupils. The multicultural mix, which has evolved over our long history, has been a vast source of strength to the school. A sense of ownership and pride in the school is amply illustrated by the sustained school roll and waiting list to enroll. James Gillespie's 18th century vision for inclusion and high-quality education endures and continues in the new school campus which was completed in August 2016.

As the only provider of secondary Gaelic Medium Education (GME) in Scotland's capital city, we are committed to the expansion of high-quality Gaelic learning and have a special responsibility to nurture and help cultivate the Gaelic language as an integral part of our shared heritage and identity

Accommodation and Facilities:

Our school comprises of a main teaching block (Malala Building), a state-of-the-art sports complex (Eric Liddell Sports Building) and an impressive music and drama suite including studio and theatre (Muriel Spark Building) with further teaching accommodation in our grade 1 listed building, Brunstfield House. We also have teaching spaces in our newly refurbished campus building – the Darroch Annexe. Pupils and staff will regularly travel between both sites.

School Improvement Plan:

The school is firmly committed to creating a nurturing environment in which all feel welcome and part of a larger family. All members of the school community will feel appreciated and enabled to forge friendships based on values they will embrace for life. We seek to ensure that James Gillespie's High School provides a foundation for a lifetime of learning, embracing the diversity within our wider community, so that every individual can excel in their own unique way. Our Values are:

- Respect
- Kindness
- Integrity
- Inclusion
- High Expectations

Our school is firmly committed to improving attainment, particularly in literacy and numeracy; closing the gap between the most and least disadvantaged children; improvement in children and young people's health and wellbeing; and improvement in employability skills and sustained, positive school leaver destinations for all young people.

Section 2: Job Outline

The Pupil Support Leader will be part of a Leadership and Management team of teaching staff within James Gillespie's 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'.

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, and specifically within and for the GME community
 - 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, and specifically within and for the GME community
 - 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

The Pupil Support Leader will demonstrate a commitment to supporting the growth and development of the GME community, including supporting liaising with the Gaelic feeder primary school to support transition and other relevant stakeholders to ensure equity of support for Gàidhlig speaking pupils and their families.

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).