

POST TITLE	PUPIL SUPPORT LEADER (16+)
DIRECTORATE	COMMUNITIES AND FAMILIES
SERVICE	SCHOOLS & LIFELONG LEARNING
RESPONSIBLE TO	HEAD TEACHER

POST: PUPIL SUPPORT LEADER 16+
SCHOOL: LIBERTON HIGH SCHOOL

Section 1: Background information

Headteacher	Alison Humphreys
School Address	328 Gilmerton Road, Edinburgh, EH17 7PT
Tel	0131 664 7415
Website	www.libertonhighschool.org
Roll	867
Number of teaching staff	65FTE
Management Structure	1 Head Teacher, 3 Deputes, 10 Curricular Leaders, 4 Pupil Support Leaders,
Teaching time:	10 hours
Staff Managed by CL	0 FTE

About the School

Liberton High School is a non-denominational secondary school with roll of approximately 900 pupils, working in partnership with our associated primaries of Craigour Park, Gilmerton, Liberton and Prestonfield to serve our local community in South East Edinburgh.

We have a rising roll which is projected to peak at approximately 1100 within the next four years. We are excited to be moving into a new, purpose-built Community Campus, which is due to be completed in August 2026.

The leadership team comprises of the Head Teacher, three Depute Head Teachers, and a Business Manager. We have a complement of 65 teaching staff and 26 support staff. We are a successful school, which is evident in our attainment journey over the past 5 years.

There is an integrated Pupil Support Team including Support for Learning, as well as our Enhanced Support Provision, and our Wellbeing Hub, in addition to our House Teams.

Section 2: Job Outline

We are looking for an inspiring and passionate Pupil Support Leader to join our innovative and dedicated Pupil Support Team at Liberton High School.

Pupil Support Leader

Job description

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This role has a range of responsibilities, including:

- Pupil Support Caseload of all S5 and S6 pupils
- S5/6 GIRFEC/CP/LAAC supports
- Monitoring and follow-up on Attendance for S5/S6
- Coursing
- Tracking S5/S6 Referrals
- School contact for College
- UCAS link
- Career Ready
- LEAPS co-ordinator
- JET Co-ordinator for LHS – Plan and deliver for pupils in all houses.
- S5/6 Leavers' attainment overview and interventions – Literacy/Numeracy
- S5 Winter Leavers Qualifications
- MVP Lead
- PSE Curriculum (shared with other PSLs)
- SQA Volunteering Award Co-ordinator
- Co-ordination of and tracking of Pupil Leadership linking to Wider Achievement (Ambassadors MH, Sport, Anti-Racists, LGBT, ASN)*
- Leading the monitoring of S5/S6 tracking and attainment data and leading others in implementing/reviewing/reflecting intervention/follow-up processes

The Pupil Support Leader will be an active member of the extended school leadership team. 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.

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'. S/he will teach for up to 11 periods 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 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) 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

e) 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.

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).