

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

POST: PUPIL SUPPORT LEADER
SCHOOL: LEITH ACADEMY

Section 1: Background information

Head Teacher: Mike Irving
School Address: 20 Academy Park
Edinburgh
EH 6 8JQ
Tel: 0131 554 0606
Fax: 0131 555 2698
Website: <https://leithacademy.uk/>
E-mail: admin@leith.edin.sch.uk
School Roll: 1000 approx
Staffing Structure: The Senior Leadership Team comprises the Headteacher, 3 Depute Heads, and a Business Manager.
Total staffing complement is made up of approx. 75 FTE Teaching Staff and 19 FTE Support Staff.
There are 13 Curriculum Leaders (including 4 Pupil Support Leaders and 1 Support for Learning Leader)
Staff Managed by PSL none
Teaching time: 14 hours (max)

History and Description of the School:

This is an exciting opportunity for an inspirational leader to work in a progressive, forward thinking Secondary School in the City of Edinburgh. Our vision statement is '[Success in Learning for All](#)' and we work daily to demonstrate our values of Respect, Diversity, Honesty and Fairness.

The Pupil Support Leader post is part of a strong team of 4 PSL's who work within our wider support team. The PSL Team have very positive links and relationships with pupils and their families, alongside links with our partner agencies such as Social Work, Third Sector, Police, Attendance Support, Ed Psych, our PEF Team, The Centre, and Nurture support, Mental Health

Counsellor, UCAS, our Primary colleagues, our Skills Development Scotland colleague, our MCR Pathways colleague and more. This post is a dynamic and exciting opportunity for the successful candidate to support the young people of Leith.

Leith Academy was founded in 1560 and has a strong history across our community. The school is a six-year, co-educational comprehensive. It serves the secondary education needs of the Leith area with pupils drawn mainly from four associated primary schools: Craighentinny, Hermitage Park, Leith and Lorne.

Leith Academy covers all stages from S1 to S6 and presents pupils for SQA certification at SCQF Level 3, 4 and 5 and Highers. In S6 pupils study for Advanced Highers. We deliver National Qualifications up to Adv Higher in all Sciences and we are developing delivery through National Progression Awards and Skills for Work Courses. Some of our more recent work has seen the creation of the SQA Mental Health National Progression Award, in partnership with the Edinburgh International Festival Residency. We are committed to supporting tech innovation to 'enhance' learning, all staff have an iPad with tech crayon and S3,4,5,6 pupils are provided with an iPad to help their learning process. Apple TV's feature widely and we work collaboratively as a staff team to find and learn new ways of working.

Furthermore, we are the Confucius Classroom Hub for the City of Edinburgh where the language and culture of Mandarin / China is delivered through our partner School in Tianjin, China. We have also entered into a recent 6yr partnership with Leith Agency [Leith | Award Winning Creative Agency Edinburgh, UK](#) and we have recently partnered with the W Hotel [W Edinburgh - Unique Luxury Hotel in Scotland's Festival Capital](#) on an exciting partnership linked to skills and positive destinations.

More information about the school and its activities are available on our website, which is here <https://leithacademy.uk>.

School Improvement Plan:

Leith Academy is firmly committed to making improvements in all areas that help young people improve their outcomes. Our plans are available on our website <https://leithacademy.uk/parents/>

Section 2: Job Outline

The Pupil Support Leader will be part of a Leadership and Management team of five teaching staff within Leith Academy to ensure high quality pupil support with the aim of maximizing our vision statement; 'Success in Learning for All'. 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 21st 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 / relationships support of pupils

- To support colleagues in the effective implementation of the school's behaviour / relationship 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, teaching and learning theory and practice is required. Alongside keeping abreast of local / national developments and theory will be required. Evidence of a clear ability to critically evaluate and plan for improvement will also be of 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 alongside a commitment to maximising pupil outcomes 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).