

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

POST: PUPIL SUPPORT LEADER
SCHOOL: Firrhill High School High School

Section 1: Background information

Headteacher: Graham Hamilton
School Address: 9 Oxgangs Road North, Edinburgh, EH14 1DP
Tel: 0131 441 4501

Website:
E-mail: admin@firrhill.edin.sch.uk

School Roll: 1300

Staffing Structure: The Senior Leadership Team comprises the Headteacher, 3 Depute Heads and a Business Manager. Total staffing complement is made up of 90 Teaching Staff and 20 Support Staff. There are 10 Curriculum Leaders (including 5 Pupil Support Leaders, 1 Support for Learning Leader and 1 Wellbeing Hub Curriculum Leader)

History and Description of the School:

Firrhill High School serves the area of South West Edinburgh. In partnership with our five associated primary schools Bonaly, Colinton, Pentland, Longstone and Oxgangs, we strive to “Provide learning opportunities of the highest quality.” Our school values are founded on respect for self and others, tolerance and support.

We have an ambitious goal in all we do – excellence for all, excellence by all.

We are one of the largest schools in Edinburgh with a roll of 1300 pupils and 130 staff. This provides us with the opportunity to provide a wide range of curricular, interdisciplinary and extracurricular activities that meet the needs of all of our pupils. We also provide opportunities for personal achievement and support pupils to develop skills for learning, work and life.

Section 2: Job Outline

The Pupil Support Leader will be part of a Leadership and Management team of teaching staff within **Firrhill 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
 - 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).