

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

POST: Pupil Support Leader
SCHOOL: Castlebrae Community Campus

Section 1: Background information

Headteacher: Rob Greenaway
School Address: 99, Niddrie Mains Road
Tel: 0131 661 1282
Fax:
Website: www.castlebrae.org.uk
E-mail: admin@castlebrae.edin.sch.uk
School Roll: 575
Staffing Structure: The Senior Leadership Team comprises the Headteacher, [2] Depute Heads, and a Business Manager. Total staffing complement is made up of [29.22] FTE Teaching Staff and [13.11] FTE Support Staff. There are [12] Curriculum Leaders (including [3] Pupil Support Leaders and 1 Support for Learning Leader)
Staff Managed by CL [0] FTE Teaching Staff
Teaching time: 18 hours

History and Description of the School:

Castlebrae Community Campus is a non-denominational secondary school providing comprehensive education in the Craigmillar, Niddrie and Newcraighall areas of Edinburgh. Over the last five years the attainment of the school has risen by 84%. Its three associated Primary Schools are Castlevue, Niddrie Mill and Newcraighall. The roll of the school at June 2026 is 575. We moved into our new school building in April 2022.

The catchment area is one of the most economically deprived in Edinburgh. The percentage of students who have registered free school meal entitlement is 42%. Pupils that are in Scottish Indicator of Multiple Deprivation (SIMD) deciles 1 and 2 make up 81% of the school. Our average SIMD is 1.47 - lowest in the authority.

The teaching complement for Session 25/26 was 29.22 FTE, The Senior Management Team comprises of a Head Teacher (HT), two depute Head Teachers (DHT) and a Business

Manager. The Leadership Team is made up of 8 Curriculum Leaders, 3 Pupil Support Leaders, a Support for Learning Leader and an IT Co-ordinator.

School Improvement Plan:

Vision

TEAM - Together Everyone Achieves More

Castlebrae is a growing community committed to fully supporting each individual's journey to personal fulfilment.

Values

Respect, Integrity, Focus and Perseverance

Castlebrae Community Campus is firmly committed to raising attainment and promoting achievement. This is a whole school priority in the improvement plan and reflects local CEC and national priorities.

Our new building is transforming learning and teaching experiences and providing innovative and inspirational spaces for our rapidly expanding community.

Section 2: Job Outline

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The Pupil Support Leader will be part of a Leadership and Management team of teaching staff within **Castlebrae Community Campus** 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 behavior management of pupils

- To support colleagues in the effective implementation of the school's behavior 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 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

- 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).