



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

POST: PUPIL SUPPORT LEADER
SCHOOL: BALERNO HIGH SCHOOL

Section 1: Background information

Headteacher: Ros Ranger
School Address: 5 Bridge road, Balerno, Edinburgh, EH14 7AQ
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Website: <https://balernocho.s.wordpress.com/>
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School Roll: 886
Staffing Structure: The Senior Leadership Team comprises the Headteacher, 3 Depute Heads, and a Business Manager. Total staffing complement is made up of 66.07 FTE Teaching Staff and 14.97 FTE Support Staff. There are 7 Curriculum Leaders, 3 Pupil Support Leaders and 1 Support for Learning Leader
Staff Managed by PSL 0.0 FTE Teaching Staff
Teaching time: 18 hours

History and Description of the School:

Balerno High School is a non-denominational secondary school built in 1983 and serves the area of south west Edinburgh. It draws most of its pupils from Dean Park, Ratho and Kirknewton primary schools. The catchment area comprises of a mixture of urban and rural settings with owner occupier, council and private landlords.

The school has close liaison with the associated primaries in each of these communities. We are supported by an active Parent Council and Parent Teacher Association. Around twenty five percent of our pupils are enrolled as placing requests from out with the catchment. Our school has an excellent academic reputation and a vibrant extracurricular and enrichment programme.

Accommodation and Facilities:

Balerno High School is situated in an attractive rural setting on the banks of the Water of Leith, at the entrance to the village of Balerno. Since the school opened in 1983, great efforts have been made to maintain the building to a high standard and to improve the fabric wherever possible. The school is undergoing a major refurbishment due to be completed in early 2022

The ground floor of the school houses the subjects of art & design, health food technology, science; craft design technology, Computing, maths, business education and Modern Languages. The school drama curricular area is in the studio, which is a multi-purpose area, frequently used for performances, meetings and assemblies. The Riverside Cafe offers pupils all the facilities of a modern cafeteria. Our physical education department comprises of a games hall, gymnasium / dance studio and a 20m swimming pool. Outdoor facilities include two rugby pitches, a 3G & 2G pitches. On the upper level of this block is the Learning Resources Centre comprising a high-quality modern library and computer suite.

On the first floor are the classrooms of English, Social Subjects, pupil support, studies, music & RME. Also, on this floor are the main office, print room, staff room, meeting rooms and a conference room. Offices for the senior management team and pupil support team are situated on this floor.

School Improvement Plan:

The school's priorities in the improvement plan for 2025-26

- 1. Leadership and management**
- 2. Learning provision**
- 3. Successes and achievements**

The school is firmly committed to our school vision

"A community built on strong relationships and a commitment to success"

School Values:

The learning environment should promote our values:

Respect * Inclusion * Excellence * Resilience * Honesty

Section 2: Job Outline

The Pupil Support Leader will be part of a Leadership and Management team of 7 Curriculum Leaders, 3 Pupil Support Leaders and 1 Support for Learning Leader teaching within Balerno High School to ensure high quality pupil support with the 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 child protection and 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, local 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'. S/he 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, Pupil Support and child protection
 - 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, effective learning and teaching and support for learning strategies
 - 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 and support website
- 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 and GIRFEC
- 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 and GIRFEC
- g) Responsibility for working in partnership with colleagues, families, 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 families and specialist agencies as necessary to support pupils at all stages in their school career and implement universal and targeted support in line with GIRFEC procedures
 - 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, families, staff and the wider community
- enthusiasm, energy, commitment, initiative, optimism and flexibility
- an empathy with pupils and a commitment to breaking down barriers for them to achieve success
- a commitment to personal development and building capacity in yourself and others

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).