



The Edinburgh Academy

**Teacher of Support for Learning/ESOL
(Maternity Cover)**

From 15 April 2019

Independent Co-educational Day School

Senior School: 625 pupils aged 11 -18

Junior School: 396 pupils aged 5 -11

Nursery: 93 pupils aged 2 - 5

The Edinburgh Academy

Introduction

The Edinburgh Academy is an academically selective, independent, co-educational day school for pupils aged 5 - 18 years with a reputation for being caring and friendly. The Edinburgh Academy aims to be forward-looking and progressive but also greatly values its long held traditions. The School has a strong reputation for individual attention and excellence in its pastoral care and co-curricular provision. The School consists of a Senior School containing approximately 625 pupils and a Junior School containing approximately 396 pupils, and we have a Nursery department of around 100 pupils. The School is a member of HMC.

The School's Place in Edinburgh

The School was founded in 1824 and has been regarded as a leading educational establishment within the City of Edinburgh and across Scotland ever since. Original Directors included the leading literary names of their age such as Sir Walter Scott. Robert Louis Stevenson and James Clerk Maxwell were also pupils at the School. The Senior School occupies a site in Henderson Row, less than a mile from Princes Street and at the northern limits of the Georgian 'New Town', of which it was designed to be a part.

Further details about the School and its resources can be found on the School website - www.edinburghacademy.org.uk

Classes and Assembly

7ths (S6) and 6ths (S5) classes are organised by tutor groups studying either Highers, Advanced Highers or GCE A-level. A School Assembly is held at 8.40am each morning, and is attended by the whole school. School Services for the whole school are held on several occasions during the session.

Exam Results

The Edinburgh Academy uses both English and Scottish examination boards. Nearly all subjects now present SQA National 5, Higher and Advanced Higher examinations. Each year, a significant number of our 7ths (S6) hold unconditional and conditional offers at very competitively sought universities on the basis of their Higher results and their Advanced Higher/A-level predictions. Yearly academic results can be found on the School website.

Games and Activities

At the Edinburgh Academy, sport offers opportunities at all levels. The PE curriculum is varied, encompassing a wide variety of team games and individual sports. The School runs teams in a large number of major and minor sports and encourages pupils to represent the School at one or more sports at any age group.

In Music, there are about 20 performing groups including orchestras, choirs, wind bands, a big band and several chamber groups.

In Drama, there are usually three or four main productions each year. There is a fully active LAMDA qualification schedule in acting, reading for performance, mime, public speaking and Musical Theatre in place.

Teacher of Support for Learning/ESOL (Maternity Cover) Job Description

Purpose:

- To use a range of strategies in teaching individuals or small groups within the Support for Learning Departments
- To take responsibility for the overall planning and day to day running of ESOL tuition.
- To collaborate with class and subject teachers and work co-operatively with them to offer additional support within class
- To create a safe, stimulating and supportive learning environment that enables pupils to succeed in their learning

The Support for Learning Department operates a whole school policy in their provision for pupils with Additional Support Needs. The Senior Department is housed in three rooms. There is a Head of Department, one full-time and one part-time member of staff and a full time graduate GAP student. The department is well resourced and includes excellent IT facilities.

The Post

The successful candidate should be an experienced classroom practitioner, able to teach in the range of Primary 7 to Senior Secondary. An important aspect to the post will be the years leading up to and following the transition from Junior to Senior School. A degree in a relevant area is essential. A proven ability in teaching children with Additional Support Needs, ESOL courses and having appropriate qualifications in Specific Learning Difficulties is highly desirable. Enthusiasm, energy, flexibility and patience are also important qualities.

Specific requirements, in addition to the general requirements of a teacher at the Edinburgh Academy:

- Support for students across all learning areas within SfL and ESOL
- Co-ordination of additional subject support for ESOL from teachers and senior pupil mentors, under direction from the Head of SfL.
- Entrance testing and reporting on new international applicants.
- Preparation of ESOL courses throughout the school, ultimately leading to a qualification in English for university entrance purposes: ESOL National 5/Higher and IELTS in 6ths / 7ths, Cambridge Suite as appropriate (eg PET, FCE) for middle years, Young Learners English (Cambridge) for transition years etc.
- Co-ordination of ESOL team, under direction from Head of SfL, teachers and interns + senior pupil mentors.
- Liaison with Modern Languages regarding moderation of ESOL National 5 and Higher.
- Regular Liaison with School Prefects and Seniors - holding regular meetings of the 'International Team' in order to support and welcome international pupils and organise events to raise awareness of internationalism throughout the school
- Assist with entrance testing and reporting on new international applicants.
- Liaison with parents - catering for parents from overseas with no experience of the educational system here and often with limited language skills need more support / explanation re school routines and events than local parents /native speakers.

The appointment will be made without regard to gender or ethnic origin. The School operates a 45 period week and this post is likely to teach up to 35 periods, plus a contribution to the school's co-curriculum. The ability to offer a contribution to the co-curricular games programme in the areas of hockey or rugby will be seen as an added benefit. The successful candidate will be able to teach pupils from a selection of year groups from Primary 7 (Geits) to S6 (7ths).

Short-listed candidates will be asked to plan and teach a lesson.

Also included are those duties and responsibilities associated with all teachers at the Edinburgh Academy:

1. To plan, prepare and teach lessons to all assigned pupils according to their educational needs.

2. To assess, record and report on the progress of the pupils within the guidelines written in the Staff Handbook.
3. To engage with the wider School Curriculum in a manner which is consistent with the ethos of the School.
4. To carry out such administrative and other routine tasks as are outlined in the Staff Handbook.
5. To demonstrate a commitment to both individual professional development and to the developing curriculum in the School.
6. To carry out any other duties and to assume any other responsibilities as the Rector shall from time to time reasonably request.
7. To be conscious at all times of the importance of the external image of the School and to act in a professional and constructive manner with pupils, parents and external agencies.

Reporting

The Teacher of Support for Learning/ESOL (Maternity Cover) will report to the Head of Department on all aspects of department operation, examination performance and staffing. The successful applicant will report to the Deputy Rectors on matters of whole school commitments, professional development and personal absence.

Remuneration Package

The Academy pay scale shadows the national scale for teachers and promoted posts, but also offers a special supplement in recognition of the extra contributions made by teachers outwith their classroom duties. The Academy supplement, in common with all teaching positions, currently runs at an 8% addition to national scale points.

The successful candidate will be entitled to join the Scottish Public Pension's Agency's teachers' superannuation scheme.

The terms and conditions may be discussed at interview.

Applications

Applications are welcome from well-qualified graduates for this post of Teacher of Support for Learning/ESOL (Maternity Cover). Candidates should complete all sections of the application form, which should be emailed to rectoroffice@edinburghacademy.org.uk

Candidates are welcome, if they wish, to send a copy of their curriculum vitae, including full details of qualifications and experience, and/or a covering letter explaining why they think they are particularly suited to the role and how it may fit in with future aspirations. However, please note that this is entirely optional and the short listing for interview will be based on the application form. The appointment will be made without regard to gender or ethnic origin. Further details are available from the Rector's Office - 0131 624 4911 rectoroffice@edinburghacademy.org.uk

The closing date for application is Wednesday 23rd January 2019.

Conditions of Appointment

The appointment will be subject to satisfactory references, verification of identity and proof of qualifications, and to a satisfactory medical screening.

Child Protection

The Edinburgh Academy is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and PVG Disclosure Scotland.

Equal Opportunities

The School is an Equal Opportunities employer, and welcomes applications for this post from appropriately qualified persons regardless of age, disability, gender, race or sexual orientation.

Barry Welsh
Rector
December 2018