Principal Teacher Pupil Support (Guidance)

0.6FTE

Applications are invited from suitably qualified and motivated staff for the above post in Nairn Academy. Please contact Julie Macdonald (HT) or Angela Gardiner (DHT Pupil Support) for further details on this vacancy.

Tel. 01667 453700

Department details -

There are currently 3 FTE PTs Support (Guidance) and 1 PT Support (ASN).

We have 3 House groups - Dulsie, Jubilee and Merryton House groups. Depute Head Teachers link across Year Groups i.e. S1/S4, S2/S5 and S3/S6. The Pupil Support team (Guidance and Support for Learning) is operationally managed by the Depute Head Pupil Support.

We have excellent partners working with us in school which include our Practice Lead, Children Services Worker, Skills Development Scotland Advisor, Developing the Young Workforce, Educational Psychologist, Primary Mental Health Worker, counselling providers and mentoring through MCR Pathways.

Job description

Principal Teacher of Pupil Support (Guidance 0.6FTE)

- ✓ Contribute to development of Pupil Support in line with national initiatives.
- ✓ Manage support for pupil caseload including interview schedule
- ✓ Manage documentation for caseload e.g. writing and updating Child's Plans
- ✓ Monitor progress of pupils in caseload
- ✓ Organise/chair/follow up meetings for specific pupils
- ✓ Contribute to development, review, quality assurance and delivery of PSE programme and specifically for S2 and S3
- ✓ Prepare pupil information for staff as appropriate
- ✓ Manage reports and references (plus College/UCAS applications where appropriate for caseload/Year group)
- ✓ Liaise with outside agencies as required
- ✓ Teach allocated PSE/subject classes
- ✓ Liaise and support Registration/Personal Support teachers
- ✓ Contribute to the implementation of the Pupil Support Improvement Plan and Standards and Quality report

- ✓ Partnership working with families
- ✓ Support pupils with curricular and vocational choices as appropriate
- ✓ Provision of advice, support and guidance to colleagues
- ✓ Work with SLT in the development and implementation of whole school policies dealing with guidance issues, pastoral care, assessment and pupil welfare
- ✓ Working with SLT and FPTs to drive forward school improvement priorities
- ✓ To liaise with members of other subject related staff including Support for Learning staff as appropriate
- ✓ To liaise with members of other departments, including Principal and subject Teachers, directly & indirectly involved in related cross-curricular issues across the school curriculum.
- ✓ YPI
- ✓ Prefects & Pupil voice
- ✓ Enrolments

Accountability

For remit related issues, to the Depute Head Teacher as SLT link.

Additions or alterations to this remit may be made at the Head Teacher's discretion to meet the changing needs of the school at any given time.

Specific responsibilities for this post

- ✓ Assigned house group caseload
- ✓ PSE programme
- ✓ Pupil voice/Pupil Council

Note: The post is subject to the policies of the school and Highland Council Education and Learning to perform such tasks as the Head Teacher shall direct, having reasonable regard to the overall teacher workload related to the categories described in the job remit above.