

## Principal Teacher of Pupil Support Learning

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Applications open: 26 April 2024  
Closing date for applications: 09 May 2024 at 12.00 noon.  
Interviews week beginning: 20 May 2024  
Start date: 15 August 2024

## **From the Headteacher Principal Teacher of Pupil Support Learning**

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Hamilton College seeks to appoint an inspirational leader to take up the position of Principal Teacher of Pupil Support Learning from August 2024. Responsible to the Depute Head Pastoral, this role encompasses supporting and teaching learners from 2 - 18 across the curriculum. I will look forward to supporting the successful applicant in forming a clear vision for Pupil Support Learning at Hamilton College.

The opportunity exists to build on existing practices and develop these further to meet the needs of every learner in our care. For the right candidate, this offers tremendous professional and personal growth with the intrinsic enjoyment of playing a key role in an outstanding school and community. I hope your interest will be strengthened by the details which follows and look forward with genuine excitement to the appointment process.

*Richard A Charman*  
Headteacher

## **Introduction**

### **Principal Teacher of Pupil Support Learning**

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Hamilton College is more than a school - it is a journey - a journey in education, in developing talents and gifts and in creating self-belief. Hamilton College is a non-denominational Christian independent school for children and young people from the ages of 2-18. The school encompasses Nursery, Junior, Middle and Upper levels generating a truly 'family' atmosphere for the individual as they journey through the school.

We provide a challenging, inclusive education for all, with class numbers restricted to ensure that adequate time and provision is accorded to the individual pupil. This philosophy promotes excellence in the individual in their preferred areas of learning. Our Vision and Purpose underpin all that we aim to do at Hamilton College.

#### **Our Vision and Purpose**

Christian values underpin everything we aim to do in the school.

#### **Our Vision**

By inspiring children, together we can change their future, shape society, and make an impact on our world.

#### **Our Foundation**

To 'Grow in the grace and knowledge of our Lord and Saviour Jesus Christ'. II Peter 3:18.

#### **Our Purpose**

To be a centre of excellence in education, where children are encouraged to develop their own unique pathways, preparing them for life and work and to excel in a changing future.

#### **Our Values**

- Grace
- Confidence
- Wisdom
- Innovation
- Compassion
- Reflection

## **Campus**

The school sits in 17 acres of grounds comprising woodland, sports fields and recreation areas and benefits from stunning views over Hamilton Park Racecourse towards Strathclyde Country Park.

## **Academic**

We are very proud of our academic standards and our learners perform consistently and significantly above national averages at all levels throughout the school. In the Junior School, learners' progress exceeds national expectations at each stage and in the Senior School, our SQA results regularly show that we add significant value to our learners' educational progress.

## **Uniform**

We insist on high standards in all areas of school life, including learners' appearance and school uniform. A smart and tidy uniform helps us to instil pride in the school and Our Ethos, promote a positive work ethic, support positive behaviour, maintain good discipline, and foster a spirit of partnership among learners, as well as contributing to school security and personal safety.

## **Behaviour**

We expect learners to respect the school, each other and themselves and treat others in the way they would like to be treated. Respecting the Whole School Behaviour Code helps to create a safe, pleasant learning environment where each pupil can achieve their best and fulfil their potential.

## **Student Councils**

There are Student Councils in Junior School and Senior School with each class having its own Student Council Representatives who are voted for by their peers. Monthly Student Council meetings, providing feedback to the Senior Leadership Team on issues concerning learners, help to ensure the Pupil Voice is heard.

We aim to make responsible decisions founded on sound knowledge, considered understanding, and informed evaluation. To be balanced, expressing our views assuredly, while respecting other beliefs and opinions.

## **Innovation**

We aim to ask difficult questions and try new things. To dare to be different. To find joy in our learning, and to inspire others. To keep trying when things get tough and to work hard, actively seeking help when we need it.

## Pupil Support at Hamilton College

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Pupil Support at Hamilton College consists of Pupil Support Learning and Pastoral Support. The department, in addition to this post has two PT Pastoral Support teachers, a Learning Support teacher 0.8 FTE, a Learning Support Assistant 1.0 FTE and a pastoral secretary. The English and Maths department also have some additional support periods built into their timetable to support learners.

In addition, we have an educational psychologist who works one day per month with us and a school counsellor who works one day per week with the department.

Pupil Support Learning supports learners in Nursery (preschoolers) all the way through to S6. We therefore are open to applications from both primary and secondary specialist teachers for this post.

Pupil Support has a hub on the ground floor of the school where learners can come to meet staff and seek support both learning and pastorally.

## Job Description

### Full Time Principal Teacher of Pupil Support Learning 1.0 FTE

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**Title:** Full Time Principal Teacher of Pupil Support Learning

**Department:** Learning Support

**Salary:** PT1 on the Hamilton College salary scale

**Responsible:** The management and delivery of Learning Support through the school as set out in the job description below.

- To lead and promote a positive culture of Learning Support at Hamilton College.
- The lead practitioner in Learning Support.
- The lead practitioner for AAA.
- To lead and champion AAA with all associated teaching staff.
- To be responsible for an ASN caseload to include Nursery, Junior School Senior School
- To ensure an interactive and productive support study programme is delivered across the senior phase.
- To lead, support and work collegiately with the 0.8 FTE Learning Support teacher to ensure consistency of delivery of Learning Support throughout the school.
- To lead, support and work collegiately with the 1.0 FTE Learning Support Assistant to ensure quality classroom support for individual learners requiring additional classroom assistance.
- To develop strong working relationships with parents/carers, liaising when appropriate.
- To develop strong working partnerships with external agencies as appropriate.
- Working closely with the Principal Teachers of pastoral care to ensure support of the whole child is expertly coordinated and delivered.
- To ensure effective transitions of ASN learners through the school.
- Supervision duties across either JS or SS at lunch or intervals.
- To work collegially with other Principal Teachers to deliver supported study to learners to meet their needs.
- To promote and challenge more able learners to achieve their full potential.
- To report on any aspect of the department's work as requested by the Senior Leadership Team.
- To conduct staff Performance Review and Development in accordance with the school's policies and procedures.

## Particular Duties

To fulfil the defined role for this post, the postholder will be responsible for:

1. teaching and supporting learners in Hamilton College as directed.
2. teaching co-operatively with colleagues across the 2 - 18 school.
3. designing, monitoring, and evaluating departmental practice at all stages.
4. leading the development and production of the Departmental Handbook.
5. managing learner progress through maintaining departmental documentation including, records of work, ASN profiles, forward plans, evaluations, ASPs, interview records, and other relevant forms.
6. developing and delivering staff in-service at all stages.
7. consulting with staff, learners, parents, and any outside agencies as required.
8. managing an inventory of resources and departmental requisitioning with the Pupil Support team.
9. contributing to the Minutes of the Departmental Meeting.
10. contributing to the overall Pupil Support Departmental Improvement Plan in collaboration with the Principal Teachers of pastoral care and taking responsibility for Learning Support targets.
11. contributing to and leading the review and development of the whole school policy on Learning Support.
12. attending all Parents' evenings as required.
13. developing the curriculum and implementing curricular initiatives to assist learning across the school.
14. co-ordinating the Learning Support contact in the Junior and Senior Schools including timetables, central files, and all other associated activities.
15. attending Junior and/or Senior School assemblies as directed.
16. initiating, organising and co-ordinating a range of departmental initiatives.

### ***Specific Objectives***

#### **Ethos**

1. To make an effective contribution towards meeting the aims of Hamilton College and upholding its ethos.

#### **Health and Safety**

2. To take all reasonable steps to exercise a duty of care and ensure the safety and welfare of learners and staff.

#### **College Profile**

3. To promote a positive, high profile for the College with learners, staff, and suppliers.

#### **Professional Review**

4. To undertake a programme of professional development as agreed with your line manager and the Senior Leadership Team.

#### **Resources**

5. To make effective use of the accommodation, resources, and facilities.

#### **Confidentiality**

6. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality.

#### **Safeguarding**

7. Hamilton College is committed to safeguarding and promoting the welfare of learners. We expect all staff to share this commitment and to undergo appropriate checks, including an updated PVG check.

The list given above is illustrative rather than exhaustive and the postholder may be expected to undertake other similar duties at the discretion of Depute Head of Pastoral.



## Job Specification Principal Teacher of Pupil Support Learning

Experience/work-based knowledge and qualifications:	Essential	Desirable
	Be IT proficient, Microsoft Word, Excel and Outlook management and information systems.	Experience of writing reports for agencies for learners with ASN.  Experience of creating, updating and reviewing Additional Support Plans.
	GTCS Qualified in either primary or secondary teaching	Experience of working with learners with ASN  Qualifications associated with pupil support learning.
	Experience of working with parents with learners who have ASN.	Experience of leading meetings with parents regarding their child's ASN.
	Excellent communication skills.	Experience of leading INSET training for staff regarding ASN.
	PVG clearance to work with children.	
	Adherence to GDPR and Data Protection Regulations - maintain confidentiality.	
Core Competence:	Able to communicate clearly and efficiently in person, by email or by telephone.	
	Be able to work with learners in a caring, compassionate way supporting each learner on their educational journey.	
	Good organisational skills.	Experience of collegiately working with colleagues, parents, and specialists to work together to meet the needs of the learner.

Experience/work-based knowledge and qualifications:	<b>Essential</b>	<b>Desirable</b>
	Flexible in approach to work.	Willingness to offer a wider curricular club for learners.
	Build rapport with colleagues, staff, learners, parents, and external agencies.	Experience of working with external agencies.
	Demonstrate good leadership skills.	Experience of leading a team or school improvement group around meeting the needs of the learner.
Personal attributes:	Customer service focussed.	
	Enthusiastic.	
	Approachable, tactful and discreet.	
	Reliable.	
	Compassionate.	

## How to Apply

### Principal Teacher of Pupil Support Learning

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This position is suitable for experienced teachers who are GTCS registered, or eligible to do so. Membership of the Protection of Vulnerable Groups Scheme will be required.

If you are a passionate and aspirational leader, and you relish the opportunity to lead the Pupil Support Learning team into the next chapter of its journey, please apply by completing an application form, with a covering letter of application, and a supporting reference completed by your current employer. Applications should be addressed to Richard Charman, Headteacher, with details of relevant skills, experiences and aptitudes, explaining reasons for applying. Please send applications to [hcapplications@hamiltoncollege.co.uk](mailto:hcapplications@hamiltoncollege.co.uk).

The application pack for this post can be found at [Vacancies | Hamilton College](#). The Headteacher is happy to have an informal telephone conversation with interested candidates, and this can be arranged through emailing [hcapplications@hamiltoncollege.co.uk](mailto:hcapplications@hamiltoncollege.co.uk).

Closing date for applications: **9 May 2024 at 12.00 noon.**

Interviews will be conducted between **20 and 23 May** and will require a full day interview, tour, and a lesson with a small group of learners.

**Start date: 15 August 2024**