

MORAY COUNCIL

JOB DESCRIPTION

(1) JOB IDENTITY			
POST TITLE:	Pupil Support Assistant	DEPARTMENT:	Education, Communities & Organisational Development
SECTION:	Integrated Children's Services	LOCATION:	
REPORT TO:	Head Teacher		
GRADE:	3	POST NO:	

(2) JOB PURPOSE AND WAY OF WORKING	
Assist teaching staff in providing a supportive and positive learning experience for children with additional support needs, assisting them with their personal needs and promoting their independence.	

(3) MAJOR TASKS	
3.1	Support Learning and Teaching Activities.
3.2	Provide support to children and young people with additional support needs.
3.3	Attend to the personal care and health including the medical needs of pupils with additional support needs and assist in maintaining a safe, healthy and hygienic environment.
3.4	Support pupils with their mobility needs.

(4) REPORTING RELATIONSHIPS This job is indicated by *	
<pre>graph TD; IM[Inclusion Manager] -.-> HT[Head Teacher]; HOS[Head of Service] --- HT; HT --- PT_SFL[PT SFL]; HT --- DHT[Depute Head Teacher]; PT_SFL --- PSA[*Pupil Support Assistant]; DHT --- PSA;</pre>	
Line management is dependent on the structure within each individual school and may be PT SFL, DHT or HT.	

(5) DUTIES TYPICALLY INCLUDE:

5.1 Support Learning and Teaching Activities

- 5.1.1 Assist teacher to support specific pupils or groups of pupils with classroom routines
- 5.1.2 Assist teachers by working with small groups of pupils or individual pupils as directed.
- 5.1.3 Contribute to team planning and reporting on pupil involvement in activities/events and attend review meetings as requested.
- 5.1.4 Assist pupils with practical activities and support in specific subject areas.
- 5.1.5 Carry out detailed instructions as part of pre-defined programmes which aim to improve social, numeracy, literacy, communication, movement and organisational skills through personal interaction, including reinforcing the use of Makaton signs.
- 5.1.6 As required, accompany children to learning and teaching activities outwith the school environment e.g. therapeutic swimming, attending college, horse riding.

5.2 Provide support to children and young people with additional support needs

- 5.2.1 Build trusting relationships with pupils and adhere to school behaviour management policies.
- 5.2.2 Praise and encourage pupils as appropriate.
- 5.2.3 Guide children on behaviour management and in particular: encourage pupils to work together and co-operate with each other; support pupils in following instructions and the routines of the school, encourage good standards of behaviour at all times and reinforce positive behaviour.
- 5.2.4 Ensure the completion of incident and other records as appropriate.

5.3 Attend to the personal care and health including the medical needs of pupils with additional support needs and assist in maintaining a healthy, safe and hygienic environment.

- 5.3.1 Build positive and trusting relationships with pupils and adhere to child protection and equalities legislation.
- 5.3.2 Encourage pupil independence and assist pupils with toileting, dressing, undressing or physical movement.
- 5.3.3 Change nappies/incontinence pads.
- 5.3.4 Undertake catheterisation or stoma care.
- 5.3.5 Administer medication as required and as per training.
- 5.3.6 Assist children who require support to feed themselves.
- 5.3.7 Assist in the supervision of designated pupils to ensure safety in school activities including practical activities.
- 5.3.8 Undertake agreed and planned procedure for the safety of named children during emergency school evacuation.
- 5.3.9 Undertake specific responsibilities within planned response to anticipated emergencies e.g. fits, asthma, etc.

5.4 Support children with their mobility needs

- 5.4.1 Undertake the pushing, loading or transferring of wheelchairs with their users as required.
- 5.4.2 Undertake MOVE programmes with individual pupils as required.
- 5.4.3 Support pupils into and from class chairs, changing bench, floor and standing frame as required and in accordance with manual handling training and legislation.
- 5.4.4 Support pupils who require walking aids to put the aids on or take to/from them and assist pupils with mobility issues in the climbing of stairs and to use lifts.
- 5.4.5 Undertake the transfer of pupils to and from vehicles.
- 5.4.6 Operate hoists and slings as required in the care of pupils in accordance with manual handling training and legislation.

The above is an indication of the duties which will normally be expected of this post. However, it is not an exhaustive list and the postholder may be required to undertake other duties which are within the scope of the post. The post may develop with changing working methods and to address service priorities, therefore the duties detailed will be subject to reasonable change. There is a requirement that all employees work flexibly and co-operatively to ensure that service priorities are met.

**MORAY COUNCIL
PERSON SPECIFICATION**

Post: Pupil Support Assistant
Department: Education, Communities & Organisational Development
Date Specification Completed: 16 March 2016
Prepared by: Human Resources

Note: Any disabled applicant who meets the essential criteria for the post is guaranteed an interview.

ATTRIBUTES	ESSENTIAL* <i>minimum acceptable levels for safe and effective job performance</i>	DESIRABLE <i>attributes of the ideal candidate</i>
(1) Experience	Experience of working with children & young adults of school age in a caring and supportive environment	Experience working with children and young people of school age with additional support needs Experience working with children and young people with exceptional support needs. Experience working in an educational setting
(2) Education and Qualifications*	Educated to 'standard' level or equivalent and a demonstrable understanding of English and Arithmetic.	Standard Grade English and Maths or equivalent. Qualification in Child Care and Education Valid Qualification in First Aid Evidence of recent training / development activities relevant to post
(3) Skills / Abilities (General)	Ability to observe professional confidentiality and implement sound judgement Ability to use initiative Ability to communicate at all levels	ICT skills
(4) Skills / Abilities (Specific to Post)	Ability to work under guidance and direction of teaching staff Ability to assist young people with special educational needs in personal/medical care. Ability to express a patient and non-confrontational approach when dealing with children and young people who display challenging behaviour. Ability to demonstrate empathy and tolerance and to respond positively to a variety of additional support needs Ability and commitment to undertake further training /development as required	Skills in areas such as language development, expressive arts, physical education and social development A keen interest in child development.
(5) Inter-Personal and Social Skills	Rapport with children/young adults Flexible and adaptable to the changing needs of the Service Reliable Ability to work as part of a team Effective interpersonal skills and organisational skills Ability to work under pressure in a demanding environment	

(6) Working Environment and Physical Demands	Able to assist in and carry out certain lifting tasks associated with the care of dependant young people	
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* Candidates will be required to show these documents if invited for interview

Satisfactory Disclosure Scotland check required?	NO
Membership of Protecting Vulnerable Groups Scheme (Working with Children)	YES
Membership of Protecting Vulnerable Groups Scheme (Working with Vulnerable Adults)	NO
Satisfactory Pre-Employment Medical Screening Required?	No