

The Highland Council

Job Description

Service:	Education and Learning
Job Title:	Pupil Support Assistant 3 (Casual)
Grade and Salary:	HC0635
Location:	Highland Deaf Unit based in Dingwall Primary
Responsible to:	Co-ordinator, Highland Deaf Service Head Teacher, Dingwall Primary
Job Purpose:	Pupil Support Assistant posts are allocated to schools/area teams to assist them to discharge their duty to provide appropriate educational support for pupils with special educational needs. Pupil Support Assistants can work with individual pupils to deliver an alternative curriculum where this is appropriate. The Pupil Support Assistant will assist to facilitate the integration of profoundly deaf children into the daily activities of the classroom, when appropriate using sign language to encourage participation in these activities.
Accountability	Pupil Support Assistants are under the management of the Co-ordinator and Head Teacher. They are also part of their school-based team working in collaboration with class teachers and support teachers, accountable to their Head Teachers.
Responsibility	The Head Teacher has responsibility for all the children in the school. The class teacher has overall responsibility for the education of all the children in his/her class. The Pupil Support Assistant is accountable to the Co-ordinator and is expected to work under the guidance of the Co-ordinator or class teacher.
Relationships	Pupil Support Assistants relate to Class Teachers, LS Teachers and other professionals e.g. therapists, as required.
Key Tasks	The Pupil Support Assistant's duties will normally be taken from the list below, their tasks being allocated by the Co-ordinator in consultation with the Head Teacher and may be required to ▪ Encourage pupils to acquire and use sign language ▪ Act as an assistant, providing support for designated hearing-impaired pupils, facilitate their integration into the classroom activities ▪ Offer positive, befriending support to pupils in a calm and consistent manner ▪ attend to personal needs of pupils, e.g. feeding, toileting, washing ▪ Move and handle pupils according to professional directions ▪ carry out specific services for pupils, e.g. physiotherapy or speech therapy exercises, under professional supervision ▪ help pupils on and off transport ▪ aid, support and encourage pupils' mobility in school and playground ▪ assist with the integration of pupils and their peers ▪ liaise with parents in a supportive, positive manner ▪ encourage and enable pupils to acquire appropriate and targeted degrees of independence

- assist pupils' education by carrying out teachers' instructions, e.g. through encouragement, proximity, scribing, practical help, confidence building, assistance with communication, etc.
- provide additional support for pupils in classrooms through word processing, transcribing, tape recording, etc
- act as a classroom assistant, providing support for designated pupils and the class teacher, such that the pupils' presence does not generate a major disruption within the class or unreasonable extra work for the class teacher
- seek advice, via the Head Teacher/Support Teacher, from any appropriate professional (physiotherapist, speech therapist, educational psychologist, doctor, specialist teacher, etc.) on any aspect of a pupil's progress which may cause concern
- perform any other reasonable duties prescribed by the Head Teacher.

Training

A common, general remit for Pupil Support Assistants requires that generic training is developed, and participation required of all Pupil Support Assistants. There will also be a need for specific training for individuals on an ad hoc basis.

Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it will be necessary to update this job specification from time to time.

Special Conditions:

39 weeks per year plus allowance for holidays which should be taken during school holidays (includes attendance on in-service days)

Date:

29 September 2020

The Highland Council

Person Specification

Service: Education and Learning

Job Title: Pupil Support Assistant 3 (Casual)

Essential Attributes

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following.

1. **EXPERIENCE –**

Previous experience of working with young children.

The minimum acceptable levels for safe and effective job performance.

2. **EDUCATION AND QUALIFICATIONS –**

Good general level of education

3. **SKILLS/ATTRIBUTES GENERAL –**

Ability to work on own initiative or as part of a team.

Be positive, flexible, patient, reliable and consistent

4. **SKILLS/ABILITIES SPECIFIC TO THE POST –**

Knowledge of British Sign Language

Ability to communicate with using Sign Language

Ability to respect confidentiality

Good communicator with children

Ability to respond calmly and efficiently in emergency

5. **INTERPERSONAL AND SOCIAL SKILLS –**

Ability to relate easily to adults and children