Recruitment Pack



EAST RENFREWSHIRE COUNCIL

PUPIL SUPPORT ASSISTANT

ERN05729

EXTERNAL

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Advertisement
Job Description
Person Specification

This Recruitment Pack should contain all the information you require to complete your application.

ADVERTISEMENT

DEPARTMENT:	Education
JOB TITLE:	Pupil Support Assistant
JOB STATUS:	PART TIME/ TERM TIME
DURATION:	PERMANENT
NUMBER OF VACANCIES:	1
GRADE:	4
HOURLY RATE:	£11.92 - £12.77
ANNUAL SALARY:	15 hours: £9,322 - £9,987
HOURS PER WEEK:	15 hours
WORK PATTERN:	Wed/Thurs/Fri – 09:00-15:00 (1 hour lunch break) (some flexibility is possible)
LOCATION:	Braidbar Primary School

We have an exciting permanent opportunity to join our friendly team in a vital role as pupil support assistant. As part of this role you will be responsible for providing additional support to our pupils, including personal and medical care.

We need someone who has a positive disposition and the ability to work as part of our team. We would like the successful candidate to display our school values of kindness, ambition and creativity.

On completion of additional years of service by 1 January of each year, following the anniversary of the date of appointment, your term time salary will be adjusted to include a payment in lieu of the additional leave day accrued at the beginning of each leave year for the first 10 years of service.

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This post is considered Regulated Work with Children, under the Protection of Vulnerable Groups (Scotland) Act 2007. It is an offence therefore to apply if you are barred from working with children. In addition to this, if you have lived or worked in any country outside the UK in the past 10 years, there may be a requirement for an overseas police check.

East Renfrewshire Council has launched a new 15 year Community Planning Partnership vision called 'A Place to Grow'. Please follow this link https://eastrenfrewshire.gov.uk/placetogrow to watch a video and read our full plan which sets out our shared hopes and aspirations between now and 2040 so that East Renfrewshire is a place where everyone can flourish, thrive and grow.

Please note – all applicants will be asked to provide proof of their right to work in the UK, and any offer of employment will be conditional upon verifying documentary evidence before employment commences. Further information can be found here: https://www.gov.uk/prove-right-to-work

Please note East Renfrewshire Council does not provide Visa sponsorship.

As an employer, we are committed to promoting and protecting the physical and mental health of all our employees.

Pension Scheme

Employees with a contract of employment for 3 months or more are automatically included in our Local Government Pension Scheme which is a career average scheme. Pension contribution rates are based on a tiered system determined by your annual full time equivalent pensionable pay. Further details can be found in the attached document General Information for Applicants or via the Strathclyde Pension Fund website Local Government Pension Scheme (LGPS) Guidance

Recruitment Dates

Closing date for applications: midnight on Sunday 15 June 2025

Shortleet date: 17 June 2025

Interview date: 24 June 2025

If you would like an informal discussion about the post, please contact Gillian Friel, Head Teacher 0141 570 7020 (No agencies please).

Recruitment Communication

As you are applying for this post on-line you will receive an automatic e-mail receipt once you have submitted your form.

You should also note that all communication will be sent electronically to the email address you provide on your form. This can include the following:

- Email notification advising of outcome of shortlisting
- Invite to interview email
- Conditional offer email
- Full employment contract

Given the nature of the above correspondence you should ensure that the email address you provide is secure and relevant (i.e. not public or work related if possible)

Payslips

The council provides electronic payslips online through our employee self-service portal. Successful applicants will be provided with a login to the self-service portal to access their payslip.

Guaranteed Interview Scheme

Disability Confident

If a disabled applicant can clearly show in their application that they meet the essential criteria for the job (as shown in the person specification) they will be given the opportunity to demonstrate their abilities at interview.

Care Experienced Children and Young People – Looked After Children

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and they have either been in the care of their local authority i.e. been in foster care or in residential care etc. and they are under the age of 29 years old they will be given the opportunity to demonstrate their abilities at interview.

Veterans

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and can demonstrate in their work history they are a Veteran of the armed forces who has left or is leaving service then applicants will be given the opportunity to demonstrate their abilities at interview.

Trainee Roles or Modern Apprentices

For modern apprentices or traineeship roles where the applicant is an East Renfrewshire Council resident or school leaver they will be guaranteed interview.

Equalities

East Renfrewshire Council is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

We offer a range of family friendly, inclusive employment policies, and employee benefits to support staff from different backgrounds.

East Renfrewshire Council has committed to implement the key recommendations of the Scottish Parliament's Equalities and Human Rights Committee's Race Equality, Employment and Skills: Making Progress report.

Application Guidance

For help on completing East Renfrewshire Council's Local Government application form, we have provided guidance on our Careers webpage under the Applying to Work for Us section which can be found here - https://www.eastrenfrewshire.gov.uk/careers

Privacy Notice

If you would like more information about how we handle your data please read our Privacy Notice which can be found here:
https://www.eastrenfrewshire.gov.uk/hr-privacy-notice

JOB DESCRIPTION

Department:	Education
Division/Section:	Primary
Job Title:	Pupil Support Assistant
Responsible to:	Head Teacher or Nominee
Grade:	4
Date Revised:	August 2014

Principal Functions:

To provide support for learning and teaching in primary schools under the direction of classroom teachers where the main focus is on pupils with additional support needs.

To provide support to classroom teachers by assisting with practical tasks, assisting with the preparation of teaching materials and resources and relieving teachers of non-teaching duties.

To carry out a range of administrative and supervisory duties on behalf of the class teacher.

Main Duties:

Under the direction of the Class Teacher

Provide Support for Learning & Teaching

- Where appropriate assist individual pupils and groups of pupils with reading and scribing.
- Listen to pupils read on their own and in paired reading sessions.
- Support individual pupils in the development of expressive language.
- Support pupils with special therapeutic programmes.
- Provide assistance to individual pupils in practical tasks where appropriate.
- Assist with practical maths activities and number games.
- Support pupils in paying attention, concentrating and staying on task
- Assist pupils practice skills already taught by class teacher.
- Assist pupils with research skills in the classroom and in the resource area.
- Supervise and support groups of pupils in follow up tasks set by the teacher.
- Support and supervise individual pupils and groups of pupils working on ICT equipment.
- Assist with structured play.
- Take part in playground activities and educational games with pupils.

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Contribute to the Quality of Care and Welfare of Pupils

- Build good relationships in contacts with pupils.
- Escort pupils within and outwith the school premises e.g. to and from school transport, between classrooms, to lunch room, gym hall, on educational visits, outdoor centres, swimming lessons, sports events.
- Supervise pupils in the playground at intervals and lunchtimes, and in the classroom at wet intervals.
- Supervise & assist pupils changing for P.E.
- Administer prescribed medication according to the authority's guidelines on the administration of medicines.
- Assist and supervise pupils in the lunchroom and where necessary assist with feeding, e.g. cutting up food.
- Assist with personal needs such as toileting.

Contribute to the Effective Organisation of Material and Resources

- Maintain and catalogue classroom resources.
- Organise work materials and resources for pupils.
- Set up and clear away resources and equipment.
- Assist in the setting up and mounting of pupils work for wall displays.

Provide Administrative Support to Classroom Teachers

- Assist with registration process, the distribution and collation of homework exercises, record keeping and filing of pupils' work.

- Undertake any specialised in-service training organised by the authority or any nationally recognised award scheme.

- Take part in the Council's Performance Review & Development (PRD) Scheme.

- Carry out any other support assistant duties as prescribed by the head teacher or other persons acting on his / her behalf as appropriate to the grade of the post.

PERSON SPECIFICATION

POST OF: PUPIL SUPPORT ASSISTANT GRADE: GRADE 4	SERVICE: PRIMARY DEPARTMENT: EDUCATION		
ATTRIBUTES	**ESSENTIAL**	**DESIRABLE**	**METHOD OF ASSESSMENT**
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS			**Application form**
Good general education	√		
SQA Qualifications		√	
Evidence of further education relevant Care/Sen/Nursing Qualification		√	
RELEVANT WORK/ OTHER EXPERIENCE			**Application form**
Experience of working with children	√		
Experience of working with children with additional support needs		√	
Experience of working with children with social, emotional or behavioural needs		√	
Experience of working with children in a group organisation e.g. Brownies, Scouts Or Youth Organisation		√	
SKILLS AND ABILITIES			**Interview/ Application form**
Applicants must be literate and numerate	√		
Experience in the use of Technology	√		
Evidence of a practical skill which would be useful in classroom situation	√		

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Good handwriting/scribing skills	√		
PERSONAL QUALITIES Ability To:- communicate well with children and adults be flexible and adaptable be tactful, sensitive & preserve confidentiality Use Own Initiative Work As Part Of A Team Good Organisational Skills	 √ √ √ √ √ √		**Interview**
ADDITIONAL JOB REQUIREMENTS Willingness To Undertake Further Training Willingness To Undertake First Aid Training Where Appropriate	 √	 √	**Interview**

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