

FALKIRK COUNCIL



Job Profile

Job Title:	Support for Learning Assistant Advanced
Reporting to:	Head Teacher
Responsible for Line Management of:	N/A
Your Job is to:	To provide teacher and pupil support to enhance pupil achievement and to undertake a range of whole school support activities and pupil support with regard to the general supervision, safety, care and well-being of the pupils.
Grade:	D

What you will do :

Job specific tasks

1. Provide practical assistance to teachers in attending to the needs of all pupils in the classroom and facilitating inclusion
2. Provide basic physical and motivational support to pupils including developing positive and supportive relationships with pupils, assisting with mobility and ensuring safety within the school and promoting and developing interaction with other pupils
3. Respond to the needs of the pupil in supporting the day to day learning, including reading & scribing with pupils, supporting specialist programmes such as speech therapy or motor skills, assisting with personal hygiene, supporting the planning and evaluation of Individual Educational Programmes (IEP) and more
4. Assist with the provision of a safe school environment by supervising pupils within the school and particularly within the dining room, playground, cloakrooms, lavatories and on educational excursions as required
5. Undertake medical duties within the school including for example administering basic first aid and applying agreed procedures in instances of sickness or accident involving a pupil.
6. Providing general clerical support within the school including for example reception, telephone and office cover, data input & processing, receiving and reconciling cash, record keeping associated with pupil assessment and other associated duties
7. The post holder is also responsible for the safe and proper use of all equipment and materials utilised within their span of control
8. Occasionally communicate verbally with parents and colleagues from other schools
9. Required to take decisions with regard to pupil safety or restraint on an infrequent basis
10. Determine when to seek direction and guidance from the designated teacher should the pupil's

behaviour or learning deviate from normal expectations.

Job demands

1. You will be based in a school /ELC Centre
2. You will have excellent written and verbal communication skills
3. You will provide a front-line service to council customers
4. You will be required to work as part of a team

Person Profile

Essential Education & Professional Qualifications	Ideally you will have	How we assess this
- Excellent literacy and numeracy - Gain/maintain PVG membership for working with children - Gain/maintain SSSC registration (only for posts based in EY settings)		
Essential Skills, Knowledge & Experience	Ideally you will have	How we assess this
You will require experience in MS office packages.	- Gaelic language skills - You will be experienced in moving and handling	PVG request Application form Interview
Falkirk Council Values & Behaviours		How we assess this
Demonstrates behaviours which are consistent with Falkirk Council Values (Responsive, Innovative, Trusted , Ambitious)		Application Form Interview

