JOB DESCRIPTION – CHILDREN AND FAMILIES SERVICE

IDENTIFICATION

Post Title:	Primary/Early Years Support Assistant (PEYSA)	Post Ref:	
Section:	Primary/Early Years	Grade:	3/4
Responsible to:	Head Teacher/Administrative Officer		
Responsible for:	N/A		

JOB PURPOSE

Working as part of a cohesive support staff team, provide a flexible and comprehensive service to the school throughout the school day and during the Breakfast Club period as directed.

PRINCIPAL WORKING CONTACTS

Head Teacher
Administrative Officer
Cluster Business Support Officer
Teaching Staff
Support Staff
Pupils
Parents/Carers

MAIN DUTIES

The Primary/Early Years Support Assistant will undertake a range of duties across the school dependant on their qualification, training, grading level, qualification and experience, from the following:-

Classroom Led Activities

Assist with a range of classroom activities with individual or small groups of pupils including, acquiring, setting out and arranging materials/equipment, listening to reading, practical maths activities, structured play activities, use of library/computing suite facilities and helping pupils stay on task.

In accordance with the behaviour management policy of the school, assist the teacher in class and working with support staff colleagues, supervise pupils during school breaks and over the lunch time period.

Accompany and assist with supervision of pupils on school trips, including contributing to and following the risk assessments.

Heath and Wellbeing Activities

In accordance with and to help the Council comply with the Schools (Health Promotion and Nutrition (Scotland) Act 2007, take part in and publicise activities which will support pupils during break and lunchtime periods to make healthy food choices and take part in healthy lifestyles, liaising with external agencies as required e.g. School Nurse; Active Schools etc.

As part of a rota and/or by agreement with the Head Teacher and in conjunction with our partner agency Tayside Contracts catering service, ensure and/or assist with the set-up and/or management of a welcoming school breakfast club facility, which may also include assisting with the safe passage of school children to and from a neighbouring primary school - for example, controlling the behaviour of children at crossing areas, control and direct traffic at crossing areas, operations of hazard warning signs and identification of roadside hazards.

As required care for sick children, administer first aid and assist with the administration of medication, adhering to protocols at all times.

In conjunction with NHS partners, undertake supported tooth brushing sessions with young pupils. Talk about the importance of and encourage good oral hygiene with all pupils.

On occasion in the absence of a home/school Escort, undertake escort duties for pupils from school to home or home to school.

Clerical Support Tasks

Assist in the school office, providing a welcoming reception service, make and receive telephone calls dealing with enquiries which includes obtaining or passing on of information or referring the caller to appropriate source for their enquiry, send text/email messages and provide a typing/word processing/data input service.

Assist the teaching staff with administrative functions including registration, collection, counting and recording of monies, photocopying, cataloguing and ordering of resources, preparing displays of pupil's work etc.

Please find below a list of duties and the commensurate grade for each:-

GRADE 3 DETAILED DESCRIPTION	GRADE 4 DETAILED DESCRIPTION
	As Grade 3 but also:
Provision of a reception service for the school	Supervise groups of children undertaking tasks as set by the class teacher or while in the IT Suite or Library
Make and receive telephone calls, passing on messages or taking any necessary actions as required	Supervise a class of children for short periods of time in the absence of the class teacher e.g. teacher taking phone call, dealing with parent, reprimanding a pupil or gathers resources.
Send text/email messages utilising all appropriate technology	Assist teaching staff with the implementation of the agreed behaviour management policy for the school.
Provide a WP/typing/data input and retrieval services utilising specified software	Help with the promotion of healthy lifestyle activities in accordance with specific acts and policies, liaising with external partner agencies as required
Help support other staff when working within the office environment	Assist with the provision of a Breakfast Club within the school including offering a ‘soft start’ for vulnerable pupils, assisting with ‘walking bus’ activities, health promotion activities etc.
Assist teaching staff with clerical activities e.g. ordering resources, allocating resources, registration etc.	In conjunction with NHS partners, undertake tooth-brushing activities and promotion of good oral hygiene
Assist with supervision and safety of	In the absence of a Home/School Escort,

GRADE 3 DETAILED DESCRIPTION	GRADE 4 DETAILED DESCRIPTION
children within the lunch hall or playground or on school trips, contributing to and sharing all risk assessment information	accompany children to and from school
Undertake first aid procedures in accordance with good practice and training	Undertake higher duty activities in the absence of colleagues for short periods of time
Assist with the administration of medication in line with agreed protocols	Maintain own CPD record and practice Help to deliver CPD to colleagues re role with pupils
Assist class teachers with wall displays and setting up of activities	Undertake any other duties which may be allocated as and when required which are commensurate with grade.
Collect, count and record monies coming into the school in accordance with laid down procedures	
Undertake higher duty activities in the absence of colleagues for short periods of time e.g. short term absence up to 6 days	
Maintain own CPD record and practice	
Undertake any other duties which m ay be allocated as and when required which are commensurate with grade.	

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Primary Early Years Support Assistant

DIVISION/DEPARTMENT SECTION: Children and Families Service - Support Staff

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	3 National 4s, or equivalent	Professional Development Award for Classroom Assistants or SVQ Classroom Assistant Level 2 or equivalent Health and Hygiene Certificate REHIS:- Control of Infection Food Hygiene Moving and handling Health and Safety HSE Emergency First Aid at Work	Application/Interview
RELEVANT WORK/OTHER EXPERIENCE	Experience of word processing, data input and general office duties Experience of working with/caring for children/having own children or working with children in a voluntary capacity Cash handling/record keeping First aid experience	Experience of working in a modern office Experience of working with volunteers Previous involvement in a Youth Organisation	Application/Interview
PARTICULAR SKILLS/ABILITIES	Well developed interpersonal and written and oral communication skills Ability to relate to all people Confident in Numeracy and English Creativity Telephone/reception skills Ability to work in a team Ability to take	Knowledge of food and healthy eating Ability to work with large numbers of children Ability to participate in team meetings	Application/Interview

	responsibility Ability to work on own initiative but also able to follow instruction		
PERSONAL QUALITIES	Friendly, open nature Flexible attitude to duties Empathy with children Enthusiasm Reliable and conscientious Calm in emergencies Committed and willing to undertake training Good role model for children		Application/Interview
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Member of PVG Scheme or willingness to become a member of the PVG Scheme with satisfactory Scheme Record and/or Scheme Record Update.		Application/Interview