

FALKIRK COUNCIL



Job Profile

Job Title:	Support for Learning Assistant Advanced
Reporting to:	Head of Establishment/ Resource Manager
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 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 Child's Action Plans, risk assessments 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 in school e.g. administer basic first aid; apply agreed procedures in instances of sickness or accident involving a pupil; administer prescription and emergency medication. Required to carry out approved procedures, in line with the Child's Healthcare Plan including, but not limited to, changing of stoma bags, tracheostomy and suctioning care. 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, as and when required.
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 regularly be responsible for cash handling or processing financial transactions such as invoices
3. You will have excellent written and verbal communication skills.
4. You will be required to communicate using Makaton.
5. You will encounter individuals whose circumstances mean they are distressed because of their physical, emotional and/or mental health needs.
6. You will provide a front-line service to council customers.
7. You will be responsible for handling and processing information.
8. You will be responsible for moderately expensive equipment.
9. You will be required to maintain confidentiality at all times.
10. You will be required to work as part of a team.

Person Profile

Essential Education & Professional Qualifications & Memberships	Ideally you will have	How we assess this
- Excellent numeracy and literacy - Gain/maintain PVG membership for working with children.	SVQ Level 2 in Childcare	Application Form Interview Qualification
Essential Skills, Knowledge & Experience	Ideally you will have	How we assess this
- Problem solving skills - Experience using MS office packages.	- Experience in direct cash handling. - Experience in moving and handling. - Experience working with children and young people. - Experience providing personal care. - May be required to communicate in British Sign Language - Experience working as part of a team. - Gaelic language skills	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