

Post number	10768
Position title	Classroom Assistant
Grade	4B
Department	People
Location	St Peters Primary School
Salary/Rate of Pay	3437.21 - 3618.05
Hours of work	5.5
Weeks per year	39
Number of staff responsible for	0
Reports to post number	Headteacher
Registration requirements	None
Drivers Licence required	N/A
Contract status	Permanent
Contract end date	
Reason for temporary vacancy	
Disclosure status	PVG Children
Political restrictions	No
Role profile number	LPD 3A
Business World post status	Permanent
Work pattern	TBC
Vacancy number	SBO10461
Closing date	21/10/2026

Role purpose

To support teaching and learning within the school in accordance with the current strategies and policies of Scottish Borders and in line with programmes being developed.

PRINCIPAL DUTIES

- Contribute to the effective organisation and use of resources
- Contribute to the quality of care and welfare of pupils
- Support the needs of pupils in developing appropriate ways of relating to others
- Support the pupils in re-integrating back into class from the Nurture group

KEY TASKS/DUTIES

- Build up good relationships with pupils and others. Support children's play activities – carefully listening and talking with children.
- Follow teacher model of encouraging appropriate sharing, taking turns and co-operation.
- Develop team work with class teacher/LS and others working with the pupils in class.
- Supporting pupils in paying attention, concentrating and staying on task
- Supporting children working together to encourage pair/team working
- Providing support to pupils and encouraging children's oral language through rhymes, stories, poems and personal interaction.
- Helping pupils follow instructions.
- Encourage appropriate behaviour by supporting the class/school ethos.
- Photocopy resources.
- Prepare materials as instructed by Class Teacher.
- Set out and clear equipment including filing to pupil folders.
- Provide relevant information for teachers for records, reports and planning.
- Create displays of children's work.
- Supervising non-teaching areas e.g. corridors, playgrounds, classrooms. Supervision of children in dinner hall at lunch time.
- Maintaining and cataloguing resources – library books, computer software, science and mathematical

equipment

- Minimize interruption to teaching time by undertaking any immediate School Assistant duties eg dealing with telephone enquiries, answering the door and passing on messages whenever the School Assistant is not available.

Person specification		
Criteria	Essential	Desirable
Education, qualifications and training	No formal qualifications are required, but an acceptable standard of school education is desirable.	Qualification in childcare Applicants are expected to have an acceptable standard of education Willingness to obtain a first aid qualification
Skills, knowledge and competences	The social skills necessary for working with young children A systematic and organised approach to work Natural Connection with young children Ability to work in a confidential setting Familiar with IT Knowledge of child development Willingness to undertake child protection training and strictly follow procedures	.
Experience	Working with young children	Working as part of a team Working with Children who need particular support
Other	Show patience, tolerance and have a consistent approach when working with young children. Be adaptable in the workplace Show initiative and be able to work independently when necessary	

Driving Licence - Where it is an essential requirement for this post to hold a current driving licence. Note: If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role.

HEALTH & SAFETY STATEMENTS

Must take reasonable care for the health and safety of themselves, other employees and anyone else who may be affected by their work activities carried out. Employees shall work in accordance with policies, procedures, information, instructions, and / or training received.

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required by the Workforce Planning & Development Manager to meet the needs and responsibilities of the Service and the Council.

Equality – Ensure that all work and outputs comply with and promotes equal opportunities and diversity.

Supervisory or Managerial posts only - Ensure that HR systems are in place for reporting management information and making recommendations for any corrective action necessary.



Recruitment Profile



Equal Opportunities - Scottish Borders Council is committed to improving the diversity of its workforce to better reflect the communities we serve. We welcome applications from all minority groups and individuals who identify with one or more of the protected characteristics as defined by the Equality Act 2010. In particular from candidates who assess themselves as having a disability, under the Disability Confident Employer scheme this guarantees an interview to those individuals who meet the essential criteria of the post. All appointments will be made on merit.

Digital Innovation & Solution Focused Statement

Scottish Borders Council is committed to excellence and continuous improvement through the transformative power of digital solutions reinforcing our commitment to excellence, sustainability, enhancing our work practices and enriching our support to the community. As digital innovation evolves, our organisation is dedicated to integrating these advancements in a manner that aligns with our core values and strategic objectives.

All roles across the Council will actively seek and implement the latest digital solutions and technologies that can improve efficiency, productivity, and the quality of our services. Training will be provided, to ensure staff are proficient in utilising new technologies, fostering a culture of continuous learning and adaptability.

Please note priority will be given to staff on the deployment/redeployment list who meet the essential criteria of the post.

Please note that applicants who have received early retirement/voluntary severance from Scottish Borders Council will not be considered.

TEMPORARY POSTS

If at a later date a temporary post becomes permanent, it will be at the discretion of the Department's management team to confirm the post holder as permanent without readvertising.

PRE EMPLOYMENT CHECKS

Essential

- Confirmation of Right to Work in the UK - **(All posts)**
- Level 1/Level 2/PVG Registration Disclosure Check - **(PVG/Disclosure posts only)**
- References - **(All posts)**
- Confirmation of qualifications required to meet the essential criteria on the person specification - **(All posts)**

Right to Work in the UK - To ensure that you are eligible to work in the UK, we will require the following documentation:

- A Passport showing you are a British/Irish Citizen.

OR

- A British Birth/Adoption Certificate along with an official document containing your name and permanent National Insurance number

For all other nationalities

- Settled status code

OR

- Immigration status document, for further information visit Apply to the EU Settlement Scheme (settled and pre-settled status) - GOV.UK (www.gov.uk)

Please note that a Short Birth Certificate and a Driving Licence are not sufficient to show your entitlement to work in the UK.

OTHER DETAILS

Disclosure/PVG Registration

Under the Rehabilitation of Offenders (Exclusion and Exceptions) (Scotland) Order 2003 to the 1974 Rehabilitation of Offenders Act (ROA) Scottish Borders Council are entitled to ask "exempted questions" that require applicants for certain positions to reveal their full criminal history.

This means that all details of criminal convictions, whether they are spent or not, must be disclosed to help the recruiting manager assess the person's suitability for a position of trust.

Disclosure

These "excepted professions" are set out in the Exceptions Order and include:

- certain professions in areas such as health, pharmacy and the law;
- senior managers in banking and financial services;



Recruitment Profile



PVG Registration

Certain posts are considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by Scottish Borders Council.

PVG/Disclosure Process

After the application is processed you will receive an email with a secure link to view the disclosure. You must share this with us to progress the recruitment process.

Teacher Posts in Catholic Schools

Certain posts are in a denominational school therefore candidates must seek Catholic Church approval when submitting their application for these posts. You should apply for RC Church approval at the same time as submitting your application form. Guidance and the relevant forms can be obtained at www.sces.uk.com/approval.html.

Political Restrictions

Certain posts within Scottish Borders Council will be deemed Politically Restricted. If you are appointed to such a post the Local Government Officers' (Political Restrictions) Regulations 1990 provide that your terms and conditions of employment are deemed to incorporate additional provisions set out in the Schedule to the Regulations, a copy of which can be obtained from HR. Full details of restrictions will be provided in your application pack if you are applying for a Politically Restricted post.

**** From 1 April 2026 a Scottish Local Government Living Wage Rate of £13.52 per hour has been agreed. All employees recruited on a salary/wage less than the SLGLW rate shall receive a payment additional to their salary/wage in order that they are paid at the rate of £13.52 per hour. The additional payment shall count as pensionable earnings and be subject to deduction of tax, national insurance and pension where appropriate.