

Role Profile

Post Title:	Pupil Support Assistant
Grade:	5
Date Created:	December 2023

ROLE DEFINITION

Provide a range of support to enable children and young people to participate in education and learning.

KEY TASKS AND RESPONSIBILITIES

Corporate Responsibilities

- Undertake individual role in line with the Council's Strategic Priorities and in compliance with the Council's corporate policies and procedures.
- Undertake any other reasonably required duties as instructed by Management or someone acting on their behalf, in addition to the role specific tasks & responsibilities detailed below.

Role Specific Tasks & Responsibilities

- Support individual pupils who may require additional help for a variety of reasons such as:
 - Social, behavioural, or emotional needs
 - Learning needs, such as dyslexia
 - English is an additional language
 - Refugee needs
 - Literacy and numeracy support needs
 - Disability or health needs e.g., gastrostomy pegs, diabetes control, toileting, visual or hearing loss, motor or sensory impairment, autism spectrum disorder.
- Participate in the development and delivery of co-ordinated support plans for individual children as required.
- Support individual pupils who require alternative assessment arrangements.
- Record and process sensitive pupil information as required.



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- Promote positive behaviours of pupils using de-escalation, restorative and nurturing techniques as appropriate.
- Provide general supervision to groups of pupils during break periods and in open areas of the learning environment.
- Accompany and support pupils to participate in trips, outings, and extra-curricular activities.
- Set up equipment and other resources to support pupils within their learning environment.
- Undertake training and development activities as required and engage in career long professional learning.



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ESSENTIAL / DESIRABLE CRITERIA

	Essential	Desirable	Evidence
Education and Qualifications	• SCQF Level 4 in literacy and numeracy or equivalent OR equivalent experience • British Sign Language Level 2 or equivalent (only for posts supporting deaf children)	• Pupil Support Assistant Professional Development Award or equivalent • British Sign Language Level 3 or equivalent (only for posts supporting deaf children) • First aid certificate.	• Application Form • Interview
Experience	• Working with or caring for children	• Working with or caring for children with additional support needs	• Application Form • References • Interview
Specialist Knowledge	•	• Basic knowledge of child development • Basic knowledge of First Aid • De-escalation, restorative and nurturing techniques within an education setting	• Application Form • Interview • Pre/Post-Interview Check (if appropriate)
Skills and Abilities	• Written and verbal communication skills • Work on own initiative • Deal with challenging behaviour • Organisation skills	•	• Application Form • References • Interview



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Other	• Required to join the PVG scheme for this type of regulated work • Willing to undertake training • Current driving licence and access to own vehicle. (This applies only to posts within the Extended Outreach Service)	•	• Application Form • Interview • Pre/Post-Interview Check (if appropriate)
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Please be aware that the successful candidate must be able to travel throughout North Ayrshire (own car/public transport/pool cars etc) for work purposes, meetings, training courses etc.



OUR STAFF VALUES & BEHAVIOURS

Value	Behaviours
<u>Focus</u> we put our customers first we understand the bigger picture	• Provide excellent customer services • Meet and, where possible, exceed the expectations of internal and external customers • Understand the performance levels and standards required within our own role and strive to achieve and, where possible, exceed these • Know how the work we do fits into the overall performance of the Council
<u>Passion</u> we take pride in the jobs we do we are ambitious for our community	• Take ownership of our own actions and performance • Reflect on the work we do and consider how it could be improved • Have a positive impact on the lives of our customers and their communities • Push the boundaries to help our customers and communities realise their potential
<u>Inspiration</u> we all look for better ways to deliver our services we achieve the best results by working together	• Find new ways to deliver improvements, efficiencies and value for money • Embrace change with enthusiasm and creative ideas • Work together and creatively produce the best outcomes for our customers and communities • Plan all activities with the end goal in mind

