

JOB DESCRIPTION

Job Title: Pupil Support Assistant		Post Ref:	JE Ref: G601(1)
Department: Education Skills and Community Wellbeing		Band: 5	Location: Dumfries & Galloway
Responsible To:	Head Teacher/Depute Head Teacher/ Principal Teacher		
Responsible For:	N/A		
Job Purpose	The post holder will work as part of a team directed by the class teacher to support the social, emotional, behavioural and academic development of children and young people who may have multiple barriers to learning. A child or young person may require ‘intensive intervention’ and support, if they have social, emotional, behavioural, learning difficulties and/or complex needs. They may: • Have a need for specialised safer handling including de-escalation of distressed and challenging behaviour. • Have a need for specialised support with Social, Emotional or Behavioural Needs • Use alternative or augmentative methods of communication. • Use adaptive technology/specialised software. • Have a need for a high level of specialised multi agency support. • Have a need for modification/specialist support in the physical environment. (e.g. moving and handling) • Have a need for support with specific medical needs including specific medical intervention.		
Main Responsibilities	The role involves delivering targeted support to individuals or groups of children and young people, under the direction of the class teacher, ensuring council and (where relevant) Scottish Social Services Council policies and guidelines are adhered to. It includes supporting the planning, delivery and evaluation of individual education programmes, assisting with learning through modelling, scaffolding, reading and scribing, and helping adapt learning materials. The role also supports inclusive, play-based learning environments, delivers targeted interventions, and promotes pupils’ personal, social, and communication development.		

Job Activities	Learning Support & Development 1. Support planning, delivery, and evaluation of individual educational programmes (IEPs). 2. General support in all curricular areas, including physical and practical subjects such as Physical Education, Home Economics and Sciences 3. Assist children and young people in engaging with directed learning and play-based activities. 4. Read, scribe, and help adapt learning materials for accessibility under teacher direction. 5. Deliver and assess targeted intervention programmes, which may include specialist programmes (e.g. literacy & numeracy interventions, speech therapy, motor skill, emotional literacy). 6. Assist children and young people with English as an Additional Language (EAL). 7. Support learning in and out of the classroom 8. Support the use of adaptive technology and specialist interventions. 9. If required, use alternative communication methods such as Sign Supported English. Medical & Personal Care 1. To adhere to the Council's 'Healthcare in Schools' Guidance at all times, including undertaking relevant training to perform specific medical tasks linked to Healthcare plans. 2. Support children and young people to manage the medical or physical requirements of any medical conditions. 3. Implement and provide support with all aspects of a child or young persons' Health Care Plan, including the specific examples detailed below. 4. With support, manage medication requirements, including storage, recording and monitoring. 5. Support children or young people with feeding requirements (e.g. Percutaneous Endoscopic Gastrostomy -PEG- feeding) 6. Support children or young people with the use of mobility aids/ specialist equipment (e.g. hoists, wheelchairs, motorised changing tables, medical suctioning). 7. Provide intimate personal care, following protocol for hygienic and dignified practice 8. Respond to minor ailments and playground accidents (e.g. incidents which require sticking plasters, minor wound cleaning or ice packs) 9. With specialist support/ training, deliver therapy programmes such as physiotherapy, speech therapy, and hydrotherapy. Social, Emotional & Behavioural Support (SEBs) 1. Promote positive behaviour and relationships. 2. Support children or young people with social inclusion, self-esteem, and emotional wellbeing. 3. Use praise, encouragement, and appropriate communication strategies.
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	4. Help children or young people manage their own behaviour as outlined in care plans. 5. Provide nurture principle based, emotional support. 6. Supervise children or young people during transitions, breaks, and unstructured times. 7. Use trained de-escalation strategies, including e.g. Team Teach/ Centaur, to support children or young people with co/self-regulation or children or young people who display distressed and challenging behaviours. General Support Activities 1. Complete necessary documentation (e.g. day sheets, diaries). <i>The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.</i>		
Performance Management	• To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.		
Prepared by:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;"> Ciara Scott Education Support Officer </td> <td style="width: 30%; padding: 5px;"> Revised: March 2026 </td> </tr> </table>	Ciara Scott Education Support Officer	Revised: March 2026
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