

FALKIRK COUNCIL



Job Profile

Job Title:	Support for Learning Assistant Core
Reporting to:	Head of Establishment/ Resource Manager
Responsible for Line Management of:	N/A
Your Job is to:	You will 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:	B
What you will do :	
Job Specific Tasks 1. Assisting the teacher with the organisation of resources 2. Provide basic 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. 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 4. Providing general clerical support within the school including for example reception, telephone and office cover, receiving and reconciling cash, photocopying and other associated duties 5. The post holder is also responsible for the safe and proper use of all equipment and materials utilised within their span of control 6. Occasionally communicate verbally with parents and colleagues from other schools 7. Required to take decisions with regard to pupil safety, as and when required 8. Determine when to seek direction and guidance from the designated teacher should the pupil's behaviour 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 may encounter distressed/upset individuals.
5. You will provide a front-line service to council customers.
6. You will be responsible for handling and processing information.
7. You will be responsible for moderately expensive equipment.
8. You will be required to maintain confidentiality at all times.
9. You will be required to work as part of a team.

Health & Safety

1. Work safely and follow procedures.
2. Take care of own health and safety and that of others whilst at work.
3. Comply with the Council's Health and Safety Policy.
4. Help create and promote a positive health and safety culture.

Person Profile

Essential Education & Professional Qualifications & Memberships	Ideally you will have	How we assess this
• Basic numeracy and literacy • Gain/maintain PVG membership for working with Children		Application Form Interview Qualification
Essential Skills, Knowledge & Experience	Ideally you will have	How we assess this
• Experience using MS office packages.	• Experience in moving and handling. • Experience working with children and young people. • Experience in direct cash handling. • 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