Recruitment Pack

East Renfrewshire COUNCIL

EAST RENFREWSHIRE COUNCIL

PUPIL SUPPORT ASSISTANT

ISOBEL MAIR SCHOOL

ERN06638

EXTERNAL

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This Recruitment Pack should contain all the information you require to complete your application.

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Our values: Ambition, Kindness, Trust

ADVERTISEMENT

DEPARTMENT:	Education
JOB TITLE:	Pupil Support Assistant
JOB STATUS:	Part Time / Term Time – 39 Weeks
DURATION:	Permanent
NUMBER OF VACANCIES:	1
GRADE:	5
TERM TIME HOURLY RATE:	£13.4112 - £14.77
PRO RATA ANNUAL SALARY:	£9,614 - £10,588
HOURS PER WEEK:	13.75
WORK PATTERN:	Alternating Wednesday, Thursday, Friday 09:00 – 15:00
LOCATION:	Isobel Mair School

We have an exciting temporary opportunity to join our friendly team in a vital role as pupil support assistant. As part of this role you will be responsible for providing additional support to our pupils, including personal and medical care, supporting children in our cooking kitchen to develop essential skills.

We need someone who has a positive disposition and the ability to work as part of our team. We would like the successful candidate to display our school values of creativity, honesty, ambition, respect, responsibility and trust.

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The successful candidate should display good inter-personal skills and build positive, nurturing relationships with all stake holders.

This post is considered Regulated Work with Children, under the Protection of Vulnerable Groups (Scotland) Act 2007. It is an offence therefore to apply if you are barred from working with children. In addition to this, if you have lived or worked in any country outside the UK in the past 10 years, there may be a requirement for an overseas police check.

This post requires Scottish Social Services Council (SSSC) registration. You must currently have registration or eligibility to apply from commencement of employment (you must apply to register within the first 3 months of employment to ensure registration is complete within 6 months of starting in your role).

For details of our employment policies and terms and conditions, please visit our Council Careers page https://eastrenfrewshire.gov.uk/careers

East Renfrewshire Council has launched a new 15-year Community Planning Partnership vision called 'A Place to Grow'. Please follow this link https://eastrenfrewshire.gov.uk/placetogrow to watch a video and read our full plan which sets out our shared hopes and aspirations between now and 2040 so that East Renfrewshire is a place where everyone can flourish, thrive and grow.

Please note – all applicants will be asked to provide proof of their right to work in the UK, and any offer of employment will be conditional upon verifying documentary evidence before employment commences. Further information can be found here: https://www.gov.uk/prove-right-to-work

Please note – East Renfrewshire Council does not provide Visa sponsorship.

References – during your application form completion you must provide details of a minimum of 2 referees, 1 of which should be your most recent or current employer. It is also a requirement that the referees are your previous/current managers and are not the details of work colleagues operating at the same level as you or personal referees. Please note only work email addresses for referees will be accepted. Please contact hrdirect@eastrenfrewshire.gov.uk with any questions.

Employability Support – Work East Ren – For further support on completing job applications, East Renfrewshire residents can access free support from our employability team Work East Ren. They can also provide general support with other employability matters. Please contact Work East Ren on 0141 577 8438, email worker@eastrenfrewshire.gov.uk or visit the website https://www.workeastren.co.uk/

Pension Scheme

Employees with a contract of employment for 3 months or more are automatically included in our Local Government Pension Scheme which is a career average scheme. Pension contribution rates are based on a tiered system determined by your annual full time equivalent pensionable pay. Further details can be found in the attached document General Information for Applicants or via the Strathclyde Pension Fund website Local Government Pension Scheme (LGPS) Guidance

Recruitment Dates

Closing date for applications: midnight on Sunday 01 November 2026

Shortleet date: 04 November 2026

Interview date: 16 November 2026

If you would like an informal discussion about the post, please contact Seana Moore, Head Teacher, on 0141 570 7600 (No agencies please).

Recruitment Communication

As you are applying for this post on-line you will receive an automatic e-mail receipt once you have submitted your form.

You should also note that all communication will be sent electronically to the email address you provide on your form. This can include the following:

- Email notification advising of outcome of shortlisting
- Invite to interview email
- Conditional offer email
- Full employment contract

Given the nature of the above correspondence you should ensure that the email address you provide is secure and relevant (i.e. not public or work related if possible)

Payslips

The council provides electronic payslips online through our employee self-service portal. Successful applicants will be provided with a login to the self-service portal to access their payslip.

Guaranteed Interview Scheme

Disability Confident

If a disabled applicant can clearly show in their application that they meet the essential criteria for the job (as shown in the person specification) they will be given the opportunity to demonstrate their abilities at interview.

Care Experienced Children and Young People – Looked After Children

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and they have either been in the care of their local authority i.e. been in foster care or in residential care etc. and they are under the age of 29 years old they will be given the opportunity to demonstrate their abilities at interview.

Veterans

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and can demonstrate in their work history they are a Veteran of the armed forces who has left or is leaving service then applicants will be given the opportunity to demonstrate their abilities at interview.

Trainee Roles or Modern Apprentices

For modern apprentices or traineeship roles where the applicant is an East Renfrewshire Council resident or school leaver, they will be guaranteed interview if the applicant clearly shows in their application that they meet the essential criteria for the job.

Equalities

East Renfrewshire Council is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

We offer a range of family friendly, inclusive employment policies, and employee benefits to support staff from different backgrounds.

East Renfrewshire Council has committed to implement the key recommendations of the Scottish Parliament's Equalities and Human Rights Committee's Race Equality, Employment and Skills: Making Progress report.

Application Guidance

For help on completing East Renfrewshire Council's Local Government application form, we have provided guidance on our Careers webpage under the Applying to Work for Us section which can be found here
- https://www.eastrenfrewshire.gov.uk/careers

Please fill out the application using your own words, based on your own experiences. We ask that candidates do not use AI tools to complete recruitment application forms. We value authenticity and are genuinely interested in reading candidates personally written applications. If it looks like your application was created using AI, we may not be able to consider it unless you've told us in advance and we've agreed this as part of a reasonable adjustment.

Privacy Notice

If you would like more information about how we handle your data please read our Privacy Notice which can be found here:
https://www.eastrenfrewshire.gov.uk/hr-privacy-notice

JOB DESCRIPTION

Department:	Education
Division/Section:	Early Years/Primary/Secondary
Job Title:	Pupil Support Assistant
Responsible to:	Head Teacher or Nominee
Grade:	Grade 5
Purpose of the Role:	Assist Teaching/Early Learning Practitioners in providing a supportive and positive learning experience for learners within a communication service, or in a mainstream school (where Educational Psychologists have assessed learners as meeting the criteria for specialist support), promoting inclusion and independence. To provide support, assistance and encouragement to learners in order that they achieve the best learning outcomes possible, across their learning environments and external educational activities. Attend to the personal care, mobility and medical requirements of learners with additional support needs. Assist in maintaining a safe, healthy, and hygienic environment. **Note: The exact nature or requirements of the post will be determined by the combined complex communication, behavioural and physical needs of the learner(s) the post holder will be supporting*

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Responsibilities

Support Learning & Teaching Activities

- Assist learners in classroom learning/work as part of the teacher's planned learning and teaching; e.g. supporting language, maths, health and wellbeing, and general class activities.
- Assisting in supporting learners' attainment through practical help (e.g. reading and basic scribing) and through implementation of programmed activity.
- Support the teacher in quality teaching and learning, by supervising and supporting groups in follow-up tasks.
- Helping with tasks where there are physical difficulties, whilst encouraging independence and ensuring safety and comfort.
- Supervising and escorting learners within and out with the premises as part of their learning activities e.g. between classrooms, play activities, on educational/shopping trips, swimming lessons and sports events.
- Support with the collation and provision of classroom learning resources.
- Support learners in staying on task.
- Guide learners on behaviour management and in particular; encourage learners to work together and co-operate with each other, support learners in following instructions and the routines of the school/Early Learning establishment. Reinforce, encourage and model good standards of behaviour at all times.
- Build positive relations with learners, class teams and contribute to the positive ethos of the school.
- To communicate with learners who have complex communication requirements by using specialist methods and to demonstrate a willingness to undertake specific training in these methods as required.
- Using a variety of communication techniques to support learners in accessing the curriculum and ensuring learner voice/engagement.
- Work collegiately with teaching and other staff who are supporting learners.
- Supervise learners in the playground at intervals, lunchtimes and in the classroom at wet intervals.

Secondary only

- Assisting in supporting learners' attainment through practical help e.g. reading and scribing tests, prelims and exams including all SQA qualifications for learners with additional assessment arrangements.

Support with personal care, mobility and medical requirements of learners with additional support needs.

- Build positive and trusting relationships with learners and adhere to child protection and equalities legislation.
- Encourage learner independence and assist learners with dressing, undressing or physical movement.
- Assist learners with toileting, including changing nappies/incontinence pads, where the learner is not able to carry out this need personally and/or specific training has been provided to deliver this support.
- Where appropriate support learners who may need to be changed from soiled to clean clothing in changing areas within the school.
- Support learners with intimate personal care needs including changing sanitary products.
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- Administer medication/application of topical medicines as required and in accordance with the Authority's guidelines on the Administration of Medicines and the Child's Wellbeing Plan and where specific training has been provided to carry out this administration.
- When required, administer emergency seizure medication where specific training has been provided.
- When required, undertake catheterisation, tracheotomy, colostomy, or stoma care in accordance with training provided.
- Assist learners who require support to feed themselves; this may include PEG (tube feeding).
- Support learners with their mobility needs. This could include pushing, loading or transferring from wheelchairs as required or supporting with walking aids.
- Operate hoists and slings in accordance with manual handling training and legislation.

- Undertake agreed and planned procedures for the safety of named children during emergency school evacuation.
- Undertake specific responsibilities within the planned response to anticipated emergencies e.g. seizures, asthma, etc.
- Use strategies to help dysregulated learners manage their emotions and access learning.
- Regular use of behaviour strategies (to include BSS) to support identified learners where specific training has been provided and regularly updated.
- Provide comfort, support and appropriate interventions for minor accidents/ailments.

Additional Job Requirements

- Participating in professional staff development opportunities including; in-service days, refresher training, and quality conversations.
- Ensure the completion of incident records and other records as appropriate.
- Ensure the ongoing health, safety, and welfare of all learners including bringing any matters concerning child protection to the attention of the teaching staff in accordance with school/Early Learning establishments' procedures and guidelines.

- The above is an indication of the duties that will normally be expected of this post holder. However, it is not an exhaustive list, and the post holder may be required to undertake other duties, which are within the scope of the post. The post may develop with changing working methods and to address service priorities, therefore the duties detailed will be subject to reasonable change. There is a requirement that all employees work flexibly and co-operatively to ensure that service priorities are met.

PERSON SPECIFICATION

POST OF:	Pupil Support Assistant	DEPARTMENT:	Education
GRADE:	Grade 5	SERVICE:	EARLY YEARS/PRIMARY/SECONDARY

ATTRIBUTES	ESSENTIAL	DESIRABLE
PROFESSIONAL / EDUCATIONAL QUALIFICATIONS OR EQUIVALENT WORK EXPERIENCE	Qualifications at SCQF Level 4 (e.g. Standard Grade General, National 4) or equivalent, including Numeracy and Literacy. Registration with SSSC at the time of employment or ability to obtain within 6 months (for posts based in an Early Years setting only)	Qualification in Childcare/Education/Nursing. Valid qualification in First Aid. Evidence of relevant Further Education qualifications.
RELEVANT WORK / OTHER EXPERIENCE / SKILLS	Experience of working with children & young people in a caring and supportive environment. Experience of working with children and young people with social, emotional, health and behavioural needs Ability to work under guidance and direction. Ability to express a patient and non-confrontational approach when dealing with children and young people who display complex dysregulated behaviour Ability to demonstrate empathy and tolerance and to respond positively to a variety of additional support needs.	Experience working in an educational setting. Experience of using behaviour strategies to support dysregulated behaviour. Experience in the use of ICT. Skills in areas such as language development, expressive arts, physical education and social development.

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	Demonstrated experience in engaging with young people, utilising appropriate technologies, methodologies, or tools to effectively address communication challenges. Ability to assist young people with additional support needs in personal/medical care. Should be willing and able to give physical assistance to learners. Demonstrated ability to maintain an effective and composed approach to situations, including emergency medical interventions.	
PERSONAL QUALITIES / BEHAVIOURS	Ability to build and maintain positive relationships with learners, parents/carers and colleagues. Flexible and adaptable to the changing needs of the Service. Punctual and Reliable. Ability to work as part of a team. Effective interpersonal skills and organisational skills. Ability to work under pressure in a demanding environment. Ability to observe professional confidentiality and implement sound judgement. Ability to use initiative and communicate at all levels.	

ADDITIONAL JOB REQUIREMENTS	Willingness to undertake further training including specialist medical procedures.	

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