Clackmannanshire Council | Comhairle Siorrachd Chlach Mhanann
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Learning Assistant – Alva Primary School £26,791.02 - £29,327.77 pro rata



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Recruitment Process and Key Dates

Apply online at www.myjobscotland.gov.uk. Applications should be submitted online using the forms provided through the myjobscotland portal.

CVs will not be considered.

All applications must be received by 11.59pm on the closing date. Late applications will not be considered.

Your application form should contain sufficient information and evidence to demonstrate that you have the skills and experience required for the post.

KEY DATES

We would ask that you note the dates of the recruitment timetable and ensure you are available to meet the scheduled arrangements.

- Closing date: 17/11/2026

You will be notified by email at each stage of the process. Please ensure that you check your junk/spam as sometime emails from my job Scotland go into there.

We will advise all candidates of the outcome of the recruitment process as soon as possible.

If you are the successful candidate:

(a) You will be asked to submit a completed pre placement health questionnaire so that the necessary medical clearance can be obtained prior to commencement of employment.

(b) We require **two** references. Your reference will be written to after interview. One must be from your current or most recent employer who may be contacted and can comment on your experience and competence for this post. Please state their position in the company / organisation. It would be helpful if you could advise your referees of these arrangements. Please ensure that the email address is correct for them on the application form before submitting as we contact all references by email, as this may delay the manager confirming a start date with you.

(c) You may, depending on the type of post, be required to undergo a PVG/Disclosure check prior to a formal offer of employment being made by Clackmannanshire Council. This is now an online form, which you will be emailed a link and you only have 7 days to complete.

If successful, detailed statements of particulars will be provided to you via email once all satisfactory pre-employments have been received.

Job Profile

This job profile sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot them selves justify a reconsideration of the grading of the post.

Section A	**Grading Section**
Post Title: Learning Assistant	Eval Ref: A4773
Initial Location: Schools and Early Years settings within Clackmannanshire Council	Post Number: B7e Grade: SS04
Reports to post (Title): Head of Establishment	
Service: Wellbeing – Education	
Date last updated: March 2024	
Date if superseded:	

Section B
ORGANISATIONAL RELATIONSHIP AND EMPLOYEE RESPONSIBILITY

Learning Assistant tasks will normally be taken from the list below, being allocated by the HT or Designate. Duties and responsibilities may change from time to time to meet individual need or circumstances without changing the level of responsibility entailed.

Head teacher/Designated Manager

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Learning Assistant

Section C
PRINCIPAL PURPOSE AND OBJECTIVES

Learning Assistants work collaboratively as a member of the school team or specialist educational service under the direction or supervision of the Head Teacher or designated manager, to promote effective learning, teaching, personal development, health and well being and an atmosphere of achievement.

Learning Assistants provide support to teachers to facilitate effective and efficient use of resources in the promotion of teaching and learning and the raising of attainment in the classroom.

Learning Assistants contribute to raising achievement and help in the general supervision, safety and care of pupils by supporting the learning process. They support pupils including those with additional support needs whose difficulties may arise from behaviour, learning, sensory or physical impairment or family circumstances.

Learning Assistants work with pupils on a one to one basis or in groups in any appropriate setting. They require to work flexibly depending on the need of the school.

Section D
MAIN DUTIES AND RESPONSIBILITIES

Provide support and assistance to pupils to assist them to access the curriculum effectively

Assist and support general classroom activities; including note taking, reading and scribing within class and for assessments

Assist pupils in preparation and organisation of their work.

Assist and support the implementation of individual or group programmes with pupils who have language/physical/sensory difficulties as directed by teachers/therapists

Support pupils with targets as part of Individualised Educational Programme

Assist with tasks where there are physical and / or other difficulties which make tasks more difficult, whilst encouraging independence wherever possible

Contribute to the quality of care and welfare of pupils

Assist pupils with eating and drinking and personal care, including intimate care and toileting.

Administer medication as directed by policy and protocol

Carry out basic first aid

Moving and handling

Support the implementation of the school's positive behaviour policy and restorative practice, this may include safe holding

Provide pupil support out-with class as required for pupils on breaks, school trips and activities

Carry out other service specific duties as required.

Provide temporary cover at designated road crossing patrols as required

Handle special equipment e.g. wheelchairs, standing frames etc

Assist in practical subjects, ensuring the safe use of equipment

Attend and/or provide information for review meetings if required

Communicate information to staff about pupils

Develop supportive and positive relationships with pupils

Maintain confidentiality at all times

Support the quality of learning and teaching in the classroom by providing administrative support to teachers

Produce displays, visual aids, worksheets and other resources as directed by the teacher

Photocopy materials

Contribute to maintenance of record keeping including that associated with assessment and Individual Education Programmes

Contribute to the effective organisation of materials and use of resources

Assist in the setting up and use of curriculum materials

Non–teaching supervision of group/individual work

Assist pupils with the use of technology

Provide clerical support / IT Support

Basic money handling

Section E

KNOWLEDGE, SKILLS AND EXPERIENCE

This section details the knowledge and skills including any qualification, specific training or experience required.

Essential:

Criteria	**Means of Assessment** **e.g. Application, Interview, Reference, Certificate**
1. Qualifications at SCQF Level 4 (e.g. Standard Grade General, National 4) or equivalent, including Numeracy and Literacy. Significant experience in similar role working with young people may be considered in in lieu of formal qualifications.	Application Certificate
2. Registration with SSSC at the time of employment or obtain within 6 months **(for posts based in an Early Years setting only)**	Application Certificate
3. Hold or obtain SVQ 2 Social Services (Children & Young People) or equivalent within 5 years of the first period of SSSC registration **(for posts based in an Early Years setting only)**	Application Certificate
4. Appropriate experience of working with children or young people in a school setting	Application Reference Interview
5. Previous work experience with children in a paid or voluntary capacity	Application Reference Interview
6. Good organisational and communication skills	Application Reference Interview
7. Positive attitude, flexibility, patience and a professional approach	Application Interview Reference
8. Ability to make good judgements when necessary	Application Interview Reference
9. Basic literacy and numeracy skills	Application Interview Reference
10. Basic ICT skills	Application Interview Reference

11. Confidence, reliability and consistency in approach	Application Interview Reference
12. Good listening skills	Application Interview Reference
13. Good interpersonal skills	Application Interview Reference
14. Ability to act successfully as part of a team	Application Interview Reference
15. Ability to relate to children and young people	Application Interview Reference
16. Ability to take responsibility and make good judgements when necessary	Application Interview Reference
17. Commitment to personal development	Application Interview Reference
18. Ability to build and maintain positive relationships with pupils, parents and colleagues	Application Interview Reference
19. Gain/Maintain PVG Scheme record/Scheme record/update	Application Disclosure Check

Desirable:

Criteria	**Means of Assessment** **e.g. Application, Interview, Reference, Certificate**
1. Understanding of the needs of children with severe and complex needs	Application Reference Interview
2. Holds current full driving licence	Application Licence

Section F
WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS

The post holder will be expected to carry out supervision in the playground. Many activities take place indoors but there is an expectation that some learning will take place outdoors

Section G

PHYSICAL CO-ORDINATION

This section details the predominant demand for physical skills and co-ordination required to undertake this job. For example: operation of hand tools, keyboard skills, driving and other equipment.

The post holder will be expected to work with a variety of computer programmes and educational resources.

Section H

MENTAL SKILLS

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

The post holder must be able to take responsibility and make good judgements as necessary.

Section I

CONCENTRATION

This section details the work related pressures which may make concentration more difficult and also the responsiveness required of the job holder. For example: Service related deadlines, internal /external deadlines, conflicting demands.

The post holder must be able to prioritise workload and meet deadlines.

Section J

COMMUNICATIONS SKILLS AND DEALING WITH RELATIONSHIPS

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact and explains the nature of the communication and level of skill required by the post holder. E.g. dealing with complaints, clients etc.

The post holder must be able to build and maintain positive relationships with pupils, parents and colleagues.

The post holder must be able to work as part of a team

Section K

PHYSICAL ASSETS,DATA AND FINANCIAL RESOURCES

This sections details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data** e.g. computers, record keeping **financial** the direct/indirect responsibilities for financial resources, from handing cash and cheques, through processing invoices and other financial transactions, to accounting for financial resources and budgetary activities.

The post holder must have basic money handling skills. They will have the responsibility for updating and maintaining personal records

Section L

INITIATIVE AND INDEPENDENCE

This section details the problems which the post holder must deal with in the course of normal working, the decisions which the jobholder is able to take, and the extent to which advice and guidance is available (Note, these are illustrative and are not exhaustive).

The post holder must be able to commit to personal development and seek advice appropriately

The post holder must be confident, reliable and consistent in approach.

Section M
EQUAL OPPORTUNITIES

Staff are expected to promote equality of opportunity.

As a member of staff you will be expected to uphold and promote the Council's policy commitments to equality and diversity and its legal obligations under the Equality Act as well as ensuring the fair, equitable and non-discriminatory treatment of service users, colleagues and partners.

Section N
HEALTH AND SAFETY

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care of their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and current and appropriate codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and must comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Section 0
CLIMATE CHANGE

The Council agrees that climate change is one of the most serious challenges facing its communities and across the world and understands that meaningful action at international, national and local level is required in order to safeguard our planet for future generations. As a member of staff you are asked to uphold and promote the Council's net zero targets and its statutory requirements to reduce greenhouse gas emissions as part of the Public Bodies Climate Change Duty reporting process.