FALKIRK COUNCIL

make it happen
council of the future

Job Profile

Job Title:	Support for Learning Assistant Complex
Reporting to:	Head of Establishment / Resource Manager
Responsible for Line Management of:	N/A
Your Job is to:	Provide teacher and pupil support to enhance pupil well-being, engagement and achievement. Undertake a range of whole school support activities and pupil support with regard to pupils' complex healthcare needs, language & communication needs, as well as general supervision and safety for children with profound and multiple learning difficulties (PMLD) and physical impairment. These post will be based in a Primary ASL Wing or Carrongrange High School.
Grade:	E

What you will do :

Job Specific Tasks

1. Provide practical assistance to teachers by attending to the healthcare and learning needs of all pupils in the classroom and facilitating engagement in learning and inclusive experiences.
2. Provide physical and motivational support to pupils including developing positive and supportive relationships with pupils, assisting with mobility and equipment, ensuring safety within the school and promoting and developing interaction with other pupils.
3. Respond to the needs of the pupils in supporting their day-to-day learning, and supporting specialist programmes such as speech therapy or motor skills or communication tools, such as AAC and Makaton.
4. Supporting the planning and evaluation of Child's Action Plans, learner profiles, Risk Assessments and more.
5. 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
6. Undertake medical duties within the school including for example administering first aid and applying agreed procedures in instances of sickness or accident involving a pupil and undertaking personal care and supporting personal hygiene.
7. Required to administer prescription and emergency medication, and carry out approved medical procedures in line with the Child's Plan and Healthcare Plan including all procedures listed in Appendix 1. Appropriate training must be completed, as provided by the NHS.

8. Regularly communicate verbally with parents and professionals.
9. Required to take decisions regarding pupil safety, as and when required. The post holder is also responsible for the safe and proper use of all equipment and materials utilised within their span of control.
10. Determine when to seek direction and guidance from the designated teacher should the pupil's behaviour, learning or health deteriorate from the child's normal presentation/profile.

Job Demands

1. You will be based in a School/ELC Centre.
2. You will have excellent written and verbal communication skills.
3. You will be required to communicate using Makaton.
4. You will encounter individuals whose circumstances mean they are distressed because of their physical, emotional and/or mental health needs.
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 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.

Person Profile

Essential Education & Professional Qualifications & Memberships	Ideally you will have	How we assess this
• Basic numeracy and literacy • Gain/maintain SSSC registration. • Gain/maintain PVG membership for working with children.	• SVQ Level 2 in Childcare	Application Form Interview Qualification
Essential Skills, Knowledge & Experience	**Ideally you will have**	**How we assess this**
• Problem solving skills • Experience working with children and young people. • Experience using MS office packages.	• Experience in moving and handling. • Experience providing personal care. • Knowledge of AAC, e.g. Makaton • Experience of working with children or adults with additional support needs. • Experience of providing heath care procedures • Experience working as part of a team. • 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