Job Description

Job Title	School Assistant
Level	4
Service	Educational Services

Job Purpose

To relieve teachers of non-teaching duties including classroom administration and practical tasks such as the preparation of teaching materials.

Support the learning activities of children under the direction of the classroom teacher / Principal Teacher and other colleagues.

Support pupils with additional support needs of a wide nature which include physical difficulties and challenging behaviour.

Date: August 2021

Job Title: School Assitant
JE Ref No: AA1652

Post Responsibilities:

- To apply and adhere to council policies and procedures.
- Ensure personal adherence to legislation, policy and safe practices.
- Ensure information and advice is communicated in a clear, concise and accurate manner through written and verbal communication.
- Carry out day to day duties as allocated or agreed with your line manager.
- Work as an effective member of a team.
- Provide a professional, helpful and friendly service to customers.
- Promote independent learning skills.
- Contribute to the quality of care and welfare of pupils.
- Support the quality of learning and teaching in the classroom.
- Assist in the support and development of parental participation.
- Undertake such duties within the range of the post as may from time to time be required by the Head Teacher or any other person acting on their behalf.

Possession of:

- Standard Grade English and Credit or General level or equivalent.

Substantiated ability to:

- Be willing to participate in voluntary extra-curricular activities is desirable.
- Work within a multi-discipline team.
- Meet the standards required under the Values and Behaviours of South Ayrshire Council.

Demonstrable experience of:

- Recent experience within a school/care or child environment (including voluntary work) is desirable.
- Good team working skills.
- Clerical skills with the ability to undertake clerical and support tasks.
- Being a caring, positive, enthusiastic and adaptable individual.
- Good organisational skills.
- Show willingness to work with additional support needs children.
- Being involved in the operation of a school i.e. School board member, fund raising activities or with voluntary groups e.g. Brownies, Cubs etc. is desirable.
- An awareness of school curriculum is desirable.
- Skills in arts/crafts, music or other relevant specialist activities is desirable.

RESPECTFUL • POSITIVE • SUPPORTIVE • AMBITIOUS • PROUD
THE SOUTH AYRSHIRE WAY

Proven technical understanding of:

- Basic knowledge of computer systems is desirable.

In terms of the Protection of Vulnerable Groups (Scotland) Act 2007, this post is designated as Regulated Work. Consequently, in order to undertake the duties of this post, you must hold Membership of the Protecting Vulnerable Groups (PVG) Scheme.

If you are charged with any offence, or are involved in any activity which may have implications for your membership of the PVG Scheme, you must immediately notify your Line Manager.

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Broad Outline of Tasks (not a prescriptive list)

Promote Independent Learning Skills

Classroom support for pupils with additional needs, including: -

- Keeping the pupil on task
- Organising work materials, including technology
- Scribing, reading, paired reading, daily typing practice
- Help with practical tasks
- Preparation of materials as directed by the teacher

Contribute to the Quality of Care and Welfare of Pupils

- Bath and change incontinent children. When necessary bath and change children who soil in school.
- Toileting of pupils with physical difficulties.
- Deal in a calm manner with pupils who take epileptic seizures.
- To administer first aid to pupils including medicine as appropriate (nb invasive and emergency procedures on a voluntary basis and only after training provided).
- Assistance with swimming/PE lessons, including changing.
- Supervising non-teaching areas e.g. corridors, cloakrooms, playgrounds.
- Escorting pupils within and out with the premises.
- Supervision of pupils with additional support needs at intervals.
- Helping children who need support in dressing whilst encouraging independence.

Support the Quality of Learning and Teaching in the Classroom

- Making displays e.g. mounting children's work, pictures.
- Preparing classroom materials by duplicating, setting out and clearing away.
- Laundry, cleaning of toys/equipment etc.
- Preparing the classroom for aspects of the day's work e.g. setting up art area.
- Providing help to pupils in organising their work e.g. classroom routines.
- Supporting literacy development.
- Encouraging children's oral language development through play and personal interaction.
- Supporting development counting and matching games/rhymes and supporting practical measurement activities.
- Supervising and support pupils while they undertake work set by the teacher.
- Supporting classroom teachers in the organisation and distribution of resources to release greater time for teaching.
- Removing from teachers certain agreed administrative and clerical duties which absorb teaching time.

Assist in the Support and Development of parental participation