# Recruitment Information Pack

| | |
|---|---|
| Job Title | Pupil Support Worker |
| Reference No | 510.46 |
| Location | Linlithgow Primary School |
| Hours | 28 hours |
| Salary | £26,785 - £27,235 pro rata |
| Status | Fixed Term until 15 August 2027 |

Thank you for your interest in this post, if you have any questions in relation to the recruitment process or if you are disabled and require any adjustment to the recruitment process please contact our recruitment team on 01506 28 22 22 or email recruitment@westlothian.gov.uk.

# Privacy Notice – HR Services - Recruitment

**Information held about you.**

West Lothian Council will hold the following personal information:

- Full name
- Home address
- Email address
- Employment history
- Training/qualifications
- Registration with professional bodies
- Equal opportunities monitoring information (gender, ethnic origin, sexual orientation, religion and disability)
- Criminal convictions (if applicable)
- Pre-employment checks (health screening, references and PVG check if applicable)

**Who is processing my information?**

All personal information is held and processed by West Lothian Council in accordance with data protection law.

**How will we use information we hold about you?**

Personal information held by West Lothian Council will be used in the following ways:

- To assess the suitability of applicants for the job they have applied for
- Equal opportunities monitoring information will be used to monitor the councils compliance with equality legislation
- To populate the HR Payroll system for successful candidates (see privacy notices on performance of contract of employment for further details)

**Who we will share your information with?**

We will not share your information with any external bodies.

## How long do we keep your records?

If your application is successful we will keep your information for a period of 6 years after you leave employment with the council. Information stored on the Myjobscotland website will be retained for 7 years from the date of your application.

If your application is unsuccessful, all information will be kept for a period of 6 months, following which it will be securely destroyed. Information stored on the Myjobscotland website will be retained for 5 years from the date of your application.

## Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased if incorrect.

To request your records, you will need to put your request in writing to HR Services, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Email – hrsupport@westlothian.gov.uk

You also have a right to make a complaint about our handling of your personal information to the Information Commissioner's Office.

## Further information

If you have any questions or concerns about how your information is used, please contact Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF or email DataProtectionOfficer@westlothian.gov.uk

More information about data protection and how it applies to you is available from the Information Commissioner's Office.

# About Education Services

## Schools

West Lothian Council's 68 primary schools, 13 secondary schools, 66 early learning and childcare settings and 5 additional support needs schools deliver Education Services to approximately 26,000 pupils and approximately 4,000 pre-school children, their parents/carers and the wider community.

Education is provided in terms of the Education (Scotland) Act 1980, the Standards in Scotland's Schools Etc. Act 2000, the Education (Additional Support for Learning) (Scotland) Act 2004, and the Children and Young People (Scotland) Act 2014.

Schools work towards achieving the key strategic aims of the council. In particular, schools improve opportunities for young people, in partnership with centrally based officers, other Council services and external partners by:

- Raising standards of attainment and achievement for all
- Addressing the 'poverty related attainment gap' by ensuring equity of opportunity
- Improving employability and positive destinations for all school leavers
- Improving the learning environment
- Promoting equality of access to education
- Promoting citizenship and community engagement
- Promoting skills for lifelong learning including enterprise and creativity

## Quality Improvement

The core function of the Quality Improvement Team (QIT) is to support and challenge school leaders in all schools to build capacity for self-evaluation that leads to improvement in the key areas of:

- Leadership and Management
- Learning Provision
- Success and Achievements

The team plays a key role in driving the implementation of the Raising Attainment Strategy, through effective quality improvement activities, which includes validated self-evaluation. The team also carries out individual and collective school attainment reviews, engaging school leaders in the forensic analysis of performance data to inform improvements and interventions.

The Quality Improvement team drive improvement in Early Learning and Childcare in Council establishments and partner providers.

The Quality Improvement team also assist with the recruitment and appointment of senior leaders in schools (Head Teachers and Depute Head Teachers), and builds capacity for effective senior leadership and leadership at all levels.

The Child Protection Officer (Education) provides high level expertise for Designated Members of Staff at school level for all aspects of child protection. The CP Officer liaises closely with national and local partner agencies to ensure a co-ordinated approach to child protection.

**Performance Team**

The core function of the Performance Team is to provide the Quality Improvement Team and schools with support in the management, analysis and intelligent use of data to support improvements in key indicators of performance. The Performance Team are also responsible for managing data collection and validation.

**Inclusion and Wellbeing Service**

The Inclusion and Wellbeing Service (IWS) works in partnership with schools, the Educational Psychology Service, the Quality Improvement Team and multi-agency partners to deliver education services and contribute to the overall aims of the council in relation to the educational attainment, achievement and health and wellbeing outcomes for West Lothian's children and young people.

More specifically, the service supports schools in improving the delivery of education provision, learning experiences and opportunities for children and young people with additional support needs across the curriculum in every educational context and setting, enabling all pupils to achieve at their highest potential. Collaborative planning with multi-agency partners is a key focus throughout the service's strategic and operational activities with the Getting It Right for Every Child agenda underpinning all partnership working.

**Education Psychology**

The Educational Psychology Service (EPS) works directly with children and their families, schools and multi-agency partners to contribute to the overall aims of the council in relation to the educational achievements and mental health and wellbeing outcomes for West Lothian's children and young people.

**Strategic Resources**

The team is the client interface with Finance, Estates and Property Services for the provisioning on new schools and early learning and childcare (ELC) settings and for delivering improvements to the current school estate.. The team works in partnership with Finance, Estates and Property Services and Operational Services for services to schools and has responsibility for health and safety, business continuity planning, statutory compliance and control of risk across the service.

The team undertakes workforce planning for teaching and non-teaching staff across the service including job sizing for promoted teaching posts. The team provides schools with business support and support for SEEMIS (schools management information system for staff and pupils) including completing census annual returns for the Scottish Government (ScotXed). The team also provides support for iPayimpact (an online payment facility for parents/carers).

**Early Years Development**

The Early Years Development Team have a lead role in service for the quality assurance in early learning and childcare (ELC) in relation to ensuring that all council settings including private partner providers, playgroups and childminders (with the SCMA) meet and maintain the National Quality standard published by the Scottish Government for eligible children.

**Digital Learning**

The Digital Learning team provide support to schools to enable them to develop teaching resources through the use of digital platforms and to complete their strategy for the hardware and devices within their school. The team also support the Council's Virtual Campus and use of GLOW. The team are a key part of provisioning for new schools and early learning settings.

**Instrumental Music**
The Instrumental Music Service encourages achievement, enhances and supports the music curriculum within schools and delivers all aspects of Curriculum for Excellence to our young musicians. The service delivers music tuition in a range of instruments to children and young people in West Lothian.

Instructors work across groups of schools, ensuring access to instrumental tuition and extending pupil experience. The central team is responsible for managing, developing and supporting all aspects of the Instrumental Music Programme on behalf of West Lothian Education Service and for organising and delivering career long professional learning development opportunities. This ensures that good professional standards are maintained in liaison with school music departments. The team also co-ordinates West Lothian Schools Area Bands and Ensembles Programme.

**Community Arts**
Community Arts supports the development of arts and cultural activity in West Lothian and provides opportunities to participate in the arts by offering a range of curricular and community-based learning and development opportunities. Arts Officers manage the community arts programme including the Youth Music Initiative (YMI) and also work in partnership with Planning and Economic Development, the service manages the council's Public Art programme which is funded by developer contributions. Grassroots Public Art grants enable communities to manage the commissioning of new pieces of public art which are based on community consultation and engagement.

Community Arts work with West Lothian Leisure to provide high quality cultural facilities at Howden Park Centre and manage a year-round performing and visual arts programme at both Linlithgow Burgh Halls and Howden Park Centre. Linlithgow Burgh Halls also provides a range of flexible spaces for hire to community groups and individuals.

**Active Schools and Community Sport**
Active Schools is a national network of staff working across Scotland to increase capacity and provide opportunities for children and young people to participate in sport before and after school. The team work together to provide a wide range of opportunities connected to physical education, school sport and club sport.

**Customer Support**
The Customer Support Team are responsible for the administration of early learning and childcare placements, placements at the P1 and S1 stages. The team have responsibility for parental involvement, co-ordinating freedom of information requests and the central complaints service. It also covers the letting of primary schools and halls, internal and external communication and the achievement of customer quality standards.

**Adult Learning and CLD Youth Services**
Adult Learning and CLD Youth Services have a strong focus on early intervention, prevention and tackling inequalities. These services empower people individually and collectively to make positive changes in their lives and in their communities; in line with corporate plan priorities 1, 3, 5, 6 and 7. Access to high quality learning, skills development, attainment and activities to promote health and wellbeing are important factors in determining life chances and can be a key to reducing inequality. Working together and with our partners CLD Youth Services and Adult Learning aim to ensure that disadvantaged communities have access to community learning and development support they need and help our most disadvantaged citizens develop the skills and support to participate fully in society.

**Customer Participation**
The service actively engages with customers and potential customers in the delivery and re-design of services to ensure that they are accessible and focused on their needs and preferences.

# Council Strategies

Education Services is responsible for the development and implementation of the following corporate strategies; Raising Attainment Strategy, Active West Lothian Strategy.

# Equality and Diversity

**Equality is relevant to us all. Addressing discrimination and promoting equality are everyone's core business.**

We want a West Lothian in which all people and communities have a say in their future and an equal opportunity for health, safety, education, fulfilling work, and a high quality of life. West Lothian Council has published equality outcomes, equality information on our workforce and our progress on mainstreaming equality. This reflects our commitment to promoting equality and eliminating discrimination as well as fulfilling our statutory duties under legislation.

The council recognises and values the diverse range of talents, skills, experience and perspectives that exist within society and believes that those qualities and attributes should also be reflected within the composition of its workforce, its employment practices and in the planning and delivery of its services.

Central to the council's Equality and Diversity agenda, is the prevention of discrimination, victimisation and harassment against service users and employees on any grounds, but particularly in relation to the following protected characteristics:

- age;
- disability;
- sex (gender)
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sexual orientation

In addition, prevention of discrimination, victimisation and harassment in relation to gender identity, gender expression, non-binary identities, language, social origin, employment status, political belief, trade union membership or activity, or responsibility for dependants is key to ensuring we have a diverse and inclusive workforce that reflects the communities we serve.

West Lothian Council is a Stonewall Diversity Champion and is committed to advancing LGBT equality and this is reflective in all our policies which are inclusive of all protected characteristics.

# How to apply

Our preferred method of receiving applications is on line. In the interests of equality we do not accept C.Vs.

All applications must be received by the closing date stated on the advert and any late applications will not be accepted. Where there have been a high number of applications for a post, we may decide to close the post early. We do not keep copies of application forms on file for any future similar vacancies and therefore you will need to complete a separate application form for each post that you apply for. However, when applying on line the system will remember your core details.

If you apply for a post on line we will contact you using the email address you have provided.

The information you provide in your application is used to determine whether or not you should be shortlisted for interview. It is therefore in your interest to complete the form fully and carefully. Your application form should contain sufficient information to demonstrate that you have the skills and experience required for the post.

**What happens next?**

Following consideration of your application you will be notified as to whether or not you have been selected for interview.

If you are selected for interview you will receive an email from us confirming this and asking you to log in to the Myjobscotland website and select a suitable interview time. If you are not selected for interview you will receive an email confirming this.

**Successful Candidate**

The successful candidate will receive a conditional offer of employment, pending completion of the following checks, as appropriate.

- Pre employment health check
- References
- PVG
- Eligibility to work in the UK

A formal offer of employment will be issued only when all checks have been satisfactorily completed.

If you have any questions please email recruitment@westlothian.gov.uk

**Terms and Conditions of Employment for Employees**

| | |
|---|---|
| **Conditions of Service** | Conditions of Service are those of the Scottish Joint Council for Local Government employees as adopted and amended by West Lothian Council |
| **Hours of Work** | Hours of work for a full time post are 36 hours per week. The standard working hours are Monday – Thursday 8.30 – 5.00, Friday 8.30 – 4.00.<br><br>School based staff are employed on sessional contracts of either 38, 39 or 40 weeks. Contracts in early learning and childcare are 52.14 weeks.<br><br>Adult Learning Team work 52.14 weeks per year |
| **Pay** | Employees are paid by bank transfer on the last Thursday of the month. Where appropriate you will receive an annual increment on the 1st April each year, until you reach the top of the grade. |
| **Annual Leave** | Depending on length of service you will be entitled to either 25(180 hours) or 30 (216 hours) days annual leave, this will be pro-rated for part time employees. The leave year is 1st January to 31st December.<br><br>School based sessional staff will receive additional pay, depending on their length of service, to reflect their annual leave entitlement. |
| **Public Holidays** | There are 7 paid public holidays.<br><br>Part time employees will be given a pro -rated entitlement to reflect their particular working arrangements. |
| **Sickness Absence** | Your entitlement to sickness allowance will be in accordance with the Scheme of Sickness Absence set out within the National Agreement on Pay and Conditions of Service for Scottish Local Government employees. |
| **Pension** | You are legally required to make provision for your pension. Employees with permanent contracts, or temporary contracts for 3 months or more, will automatically become members of the Local Government Pension Fund, unless they apply to opt out. Pension contributions are based on your salary. |

| | |
|---|---|
| **Appraisal Development Review** | All employees are entitled to an annual review with their manager, to identify any development needs and set objectives for the coming year. |
| **Employee Benefits** | The council has negotiated discounts for employees with over 90 local businesses and over 1,000 businesses nationally. Employees can take advantage of 20% off membership and free joining fees with West Lothian Leisure.<br><br>As part of its commitment to having a healthy workforce the council offers physiotherapy, counselling and an Employee Assistance Programme |
| **Pool Cars** | The council provides access to pool cars for employees who need to drive as part of their job. |
| **Trade Union** | The council supports collective bargaining and you have the right to join a trade union and take part in its activities and are encouraged to do so. |
| **Health and Safety** | The council is committed to ensuring a healthy and safe working environment for all employees. Health and safety responsibilities are set out in the Occupational Health and Safety Supplementary Policy and Safety Arrangements booklet for your workplace. |

West Lothian Council

# Job Description

| | |
|---|---|
| Job Title | Pupil Support Worker |
| Reports to: | Head Teacher / or other designated person |
| Location: | Linlithgow Primary School |

**Purpose of the Job**

Under the direction of the designated teacher, the postholder will work with and support school pupils by undertaking a range of activities relating to the general supervision, safety, care and wellbeing of pupils.

**Job Scope**

The post holder will be working as part of a school team to support learning and teaching. Under the teacher's direction they will work within the learning environment to support pupil learning, organise resources to support learning and carry out duties relating to pupil pastoral support. They will promote an ethos of achievement through the development of positive working relationships and will have due regard for the health and safety of the young people she/he is working with.

They will also be responsible for a range of general duties to support pupil learning and pastoral support. They will contribute to the efficiency and effectiveness of the school partnership with parent, pupils, teachers and external agencies.

**Principal Accountabilities/Key Tasks**

**Child Development and Learning**

Under the direction of the teacher and/or appropriate specialist support, the post holder will be working in the learning environment to support pupil learning. Duties will include:

- Assisting in keeping pupils on task and provide help in organising learning experiences and, where appropriate, additional explanation of the teacher's instructions.
- Providing support to individual pupils and small groups in the completion of learning activities.
- Reading and scribing under the class teacher's direction.
- Assisting the class teacher in generating relevant course materials and prepare, supervise and support purposeful play learning experiences for younger children.
- Participating in programmes designed to promote pupil learning in specific areas.

**Care and Welfare**

As part of the team and under the direction of the teacher, the postholder will assist with the provision of a safe school environment by supervising pupils within the learning environment. Duties relating to pupil pastoral care and the promotion of child health and safety will include, for example:

- Daily contact with pupils in relation to attendance, timekeeping, behaviour, homework and respect for school dress.
- Regular communication with parents/carers over pupil welfare issues including attendance, timekeeping and general progress.
- Support for pupils with identified needs e.g. social inclusion, family difficulties, self esteem and making choices.
- Assist with personal care and hygiene.
- Providing short term emergency care for sick children. This will include, on occasion, dealing with unpleasant and disagreeable substances when cleaning up spilt bodily fluids such as sickness.
- Where required administer basic short term medication to children such as antibiotics, paracetamol or calpol and skin cream. This will be carried out by following the defined and authorised instructions from parents.
- Supervision of children on arrival and departure from school and during breaks and lunchtimes
- Promoting positive behaviour among pupils both within and out with the classroom
- Assisting in measures to facilitate the full participation and inclusion of all pupils within the life of the school community.
- Assisting with breakfast clubs and after school clubs.
- Assisting in the handling and lifting of pupils.

**General Support**

Under direction of the teaching staff, assist with the organisation of resources required to promote a positive learning environment. Duties will include, for example:

- Undertaking a range of tasks relating to specific school programmes, including, but not restricted to: pupil induction; work experience; attendance records; reporting to parents; collating and despatch of reports to other agencies; filing and updating of pupils' personal records.
- Photocopying, collation and distribution of classroom materials.
- Setting up and dismantling classroom displays and equipment.
- Supporting group and individual work with pupils.
- Organising pupil work and clarifying instructions.
- Ensuring materials and equipment are used properly.
- Participate in and assist in the organisation of school events.

**Qualifications/Skills/Knowledge**

**Essential**

- Good literacy and numerical skills.
- Basic knowledge of ICT.
- Good communication skills with the ability to understand instructions received and interpret feedback from children.
- Satisfactory PVG/Enhanced Disclosure check.
- Ability to work towards and gain a relevant qualification at SCQF Level 6 or equivalent within 5 years of commencing employment in the role of PSW.
- **Register and maintain registration with Scottish Social Services Council (SSSC) as a 'support worker'. This is a mandatory requirement for employees working in a Primary school /Early Learning and Childcare setting and for those on the PSW supply list.**

**Desirable**

- WLC Support Assistant qualification or equivalent qualification.
- Basic First Aid qualification.
- REHIS Elementary Food Hygiene Certificate.