Aberdeenshire COUNCIL

Job Profile

April 2016

1. JOB IDENTITY

Post Title:	Pupil Support Assistant	**Service:**	Education and Children's Services
Section:	Education	**Grade:**	Care Worker D
Reports to:	Principal Teacher SFL, Depute Head Teacher, Head Teacher		

2. JOB PURPOSE

- Assist teachers in promoting achievement and raising the standards of pupil attainment and provide general support in relation to the needs of the class and individuals' care, health and wellbeing and safety; to ensure a secure and safe environment

There is a requirement to be flexible in school location within the cluster, according to individual circumstances and work with a range of pupils from P1 – S6

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Supervise pupils whilst in attendance in learning environments, and assist in providing a healthy, safe and hygienic environment
- Encourage pupil independence, and with appropriate training, assist with personal care, and support physical needs
- Provide individual support, where required over the course of the day
- Assist pupils with practical input and support in specific subject or work areas
- Maintain learning resources under the guidance of a teacher
- Assist the teacher, as part of a team, in the planning, delivery and review of activities
- Encourage an inclusive environment in line with authority and school policies and adhere to child protection and all relevant legislation
- Implement school policies on promoting positive relationships
- With appropriate training attend to basic first aid requirements

The following duty is performed on a voluntary basis:

- Attend to individual healthcare or medical needs, including the administration of medicines

Agreed

4. QUALIFICATIONS AND TRAINING

Essential:

- Academic achievement to Scottish National Level 4 or 5, Standard Grades or equivalent transferable experience and skills
- Attendance at appropriate in-service sessions / training such as child protection, support needs and equalities

Desirable:

- Qualification in Child Care and Education
- First Aid Qualification
- Food Hygiene Certificate
- Child protection training
- Additional support needs training

5. EXPERIENCE

Essential:

- Knowledge and experience of engagement with children and young people

Desirable:

- Previous experience of working with children of school age e.g. as a parent helper, SFL, Auxiliary, Classroom Assistant, Volunteer

6. KNOWLEDGE AND SKILLS

Essential:

- A keen interest in child development
- Display ability and commitment to undertake initial training and subsequent staff development as required
- Good interpersonal and organisational skills and able to work as part of a team or work on own initiative
- Good communication skills
- Flexible and adaptable approach and have a patient, fair, courteous and non-confrontational manner in dealing with children and young people
- Ability to demonstrate empathy and tolerance and to respond positively to circumstances of a variety of additional support needs
- Ability to respect confidentiality
- Able to adopt a mature approach to emotionally demanding work

Desirable:

- Working knowledge of child development
- ICT skills

Agreed

7. ADDITIONAL REQUIREMENTS	
Driving Compliance	Not applicable to this Post
Politically Restricted	Not applicable to this Post

Agreed