

**The Highland Council  
Education & Learning Service**

**Job Description  
Pupil Support Assistant - 2**

<b>Service:</b>	Education and Learning
<b>Job Title:</b>	Pupil Support Assistant 2
<b>Grade and Salary:</b>	HC05
<b>Area:</b>	
<b>Base:</b>	
<b>Line Management:</b> (for posts based in special schools)	The Head Teacher of the school in which the post holder is based will be responsible for the day to day line management of the post holder.
<b>Line Management:</b> (for posts based in mainstream schools)	The Post Holder will be a member of the Area Additional Support Needs Team, with professional line management provided by the Area ASN Officer and Area ECS Manager. The base of the post holder may vary over time depending on the changing needs of the pupils in the Area. The Head Teacher of the school in which the post holder is based will be responsible for the day to day line management of the post holder.
<b>Job Purpose:</b>	To support learning and teaching within the curriculum and the personal development of pupils with additional support needs.
<b>Key Duties and Responsibilities:</b>	<p><u>Organisation and Preparation of Resources</u></p> <ul style="list-style-type: none"><li>• Classroom administration and clerical tasks eg photocopying, laminating, filing and displaying pupils' work, creating classroom displays, taking dinner money etc</li><li>• Resource Management eg setting up the classroom for specific tasks, clearing away and tidying resources, cataloguing, retrieving and preparing materials for learning and teaching, setting up ICT equipment and various forms of media, preparing homework folders etc</li></ul> <p><u>Curriculum Support</u></p> <ul style="list-style-type: none"><li>• In-class generic support eg. general support while pupils are processing new information and ideas, contributing to a positive classroom climate and positive school ethos in building positive relationships with pupils and colleagues etc.</li><li>• Individual and group support eg. reading, scribing, supporting Highland Literacy and Numeracy Programmes, supporting the use of ICT etc.</li><li>• Listening to children and using praise and encouragement to support the development of self esteem, communicating appropriately eg using appropriate language and non-verbal supports, using specialist communication systems eg signing, makaton etc.</li></ul>

- Support for pupils for whom English is an additional language or support in Gaelic Medium education.
- Additional individual support eg. observation and contributing to the assessment and planning for individuals and groups, providing nurture and emotional support, supporting language programmes and/or movement programmes as recommended by specialist children's services etc.
- Support outwith the classroom eg supporting pupils to achieve the desired outcomes while involved in activities outwith the classroom or on visits and trips. Supporting pupils in practical activities eg swimming, horse riding, art, science etc.

#### Personal Care and Development

- Supervision outwith the classroom eg in cloakrooms, corridors, dining area, playground etc.
- Providing reassurance, comfort and first aid for minor ailments and playground accidents etc.
- Providing personal care to pupils requiring intimate care eg. toileting, feeding, intimate medical care etc., in line with agreed protocols and the child's plan, maintaining dignity and enabling independence as far as possible.
- Providing personal care to pupils requiring moving and handling, in line with agreed protocols and the child's plan, maintaining dignity and enabling independence as far as possible.
- Administration of medicines, in line with medical protocols and the child's plan.
- Supporting the development of mobility, language and emotional literacy by following programmes and activities recommended by specialist support services within the child's plan eg speech and language therapy, occupational therapy, behaviour support etc.

#### **Other Duties:**

The post holder will be a member of a school team, supporting the development of all pupils. When supporting pupils with significant needs the post holder may also be part of a wider multi-agency team and will contribute to the support identified within the child's plans for those pupils.

#### **Date Compiled:**

October 2011

(Pupil Support Assistants working in Gaelic Medium education should be fluent Gaelic speakers.)

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Education & Learning Service**

**Person Specification  
Pupil Support Assistant Post**

**Service:** Education and Learning  
**Job Title:** Pupil Support Assistant 2  
**Location:**  
**Closing Date:**

**Essential Competencies – the following are minimum acceptable levels for safe and effective job performance**

- |     |   |                          |
|-----|---|--------------------------|
| 1.  | Ability to develop good working relationships with colleagues, children and families.   | <input type="checkbox"/> |
| 2.  | Able to demonstrate a good level of education to Standard Grade (or equivalent)   | <input type="checkbox"/> |
| 3.  | Good communication skills including good skills of written and verbal communication and an ability to practice active listening.  | <input type="checkbox"/> |
| 4.  | PSAs applying for posts in Gaelic Medium should be able to communicate fluently and be fully literate in Gaelic.  | <input type="checkbox"/> |
| 5.  | Ability to work as an active member of a team and to provide support to professional colleagues.  | <input type="checkbox"/> |
| 6.  | Willingness to work with pupils who have significant needs and/or a willingness to participate in continued professional development opportunities to develop the skills required to undertake appropriate tasks in relation to supporting pupils with high levels of need. | <input type="checkbox"/> |
| 7.  | Ability to remain calm under pressure and to be solution focused when presented with challenges.  | <input type="checkbox"/> |
| 8.  | A commitment to ongoing professional development.   | <input type="checkbox"/> |
| 9.  | Ability to work creatively and independently.   | <input type="checkbox"/> |
| 10. | Enthusiasm, flexibility and self motivation.  | <input type="checkbox"/> |