



April 2016

1. JOB IDENTITY

Post Title:	Pupil Support Worker	Service:	Education & Children's services
Section:	Education	Grade:	Care I
Reports to:	Principal Teacher / Depute Head Teacher / Head Teacher		

2. JOB PURPOSE

- Promote positive behaviour and alternatives to exclusion by delivery of quality support to pupils with specific needs, including social, emotional and behavioural difficulties in all schools, across the cluster

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

- Liaise with teaching colleagues concerning the health & wellbeing of individual pupils and contribute to the development and implementation of individualised support programmes
- Identify and develop pupil support strategies, taking account of the needs of the individual pupils
- Work directly with young people and families
- Direct provision of group work sessions in conjunction with colleagues
- Develop appropriate strategies to support improvement in pupil attendance
- Identify and evaluate resources applicable to individual pupils' needs
- Work as part of the cluster support team and work collaboratively with other agencies
- Undertake GIRFEC assessments and provide written reports with recommendations
- Deliver staff development and training to enhance knowledge and understanding of health and wellbeing issues

4. QUALIFICATIONS AND TRAINING

- Essential:**
- HND or equivalent transferable skills or experience
- Desirable:**
- Relevant Community Education or Education qualification
 - Relevant training

5. EXPERIENCE

- Essential:**
- Record of successful working with young people in a learning environment
 - Evidence of successful management of pupils with specific difficulties
- Desirable:**
- Previous involvement in a curriculum development and extra curriculum work

6. KNOWLEDGE AND SKILLS

- Essential:**
- Good organisational skills
 - Good communication skills, both verbal and written
 - Ability to develop and implement problem solving strategies
 - Ability to work effectively with a range of people
 - Clear understanding of the importance of equality of opportunity for all
 - Ability to work on own initiative and as part of a wider support team
 - Commitment to own professional development
 - Ability to make balanced judgements

7. ADDITIONAL REQUIREMENTS

Driving Compliance	<p>Authorised Car User It is a material condition of employment for this post that the employee holds a current full driving licence and has a car available, whenever required, in order to undertake the full range of duties of the post. As such, the post is designated as an authorised car user and will be entitled to receive mileage payments. The employee will also be required to produce their licence, on request, at periodic intervals. Should the employee's driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee's appointment.</p>
Politically Restricted	Not applicable to this post