

Job Description and Employee Specification

Learning Assistant - Universal Education and Families

Service:	Education and Families
Division:	Inclusion
Job Title:	Learning Assistant
Responsible to:	Head Teacher/ Head of Centre
Grade	NLC4
Conditions of Service	SJC
Date of last review:	2021

Job Outline

To build positive relationships and support children and young people in becoming independent and successful learners.

To support the Health & Wellbeing of all children and young people in line with Getting It Right For Every Child (GIRFEC).

To support the service in ensuring compliance with relevant legislation.

To work with heads of establishment and all other relevant staff to ensure children and young people can access all curricular opportunities and are fully included, engaged and involved in all aspects of their learning. Ensuring children and young people's needs are met including their health care and personal and intimate care needs.

Main Duties and Responsibilities

Generic Duties:

1. Following training, provide medical interventions to pupils in line with agreed planning processes including the administration of routine and emergency medication, providing universal and additional interventions
2. Following training, support pupils with general and individualised feeding programmes, delivering both universal and additional interventions, and seek supervision and guidance regarding intensive interventions
3. Work as part of a team in providing supervision of school pupils.
4. Assist with the individual and group support for pupils which will allow them to fully engage in social and extracurricular activities.
5. Respond to pupil's physical and mobility needs by engaging in correct moving and handling techniques and other interventions as directed by allied health professionals.
6. Prioritise pupil safety in classrooms and across all other areas of the school premises and when on school outings or visits
7. Contribute to the creation and maintenance of a welcoming and informative learning environment including preparing displays related to pupil's learning and other activities
8. Build positive relationships with pupils, teachers, practitioners, parents and carers and the wider community.
9. Develop an understanding of the importance of communication with all staff as well as parents and carers about pupil progress
10. Participate in a range of training opportunities as directed.

11. Any other duties as detailed by the head of the establishment or nominee
12. Participate in personal development in line with the council policies and undertake the appropriate training necessary.
13. Comply with council policies in relation to confidentiality and the handling of personal and sensitive information.
14. Undertake training and updates as required to fulfil required duties and responsibilities
15. Undertake appropriate the qualification and register with the Scottish Social Services Council (SSSC)**

Specific Tasks:

1. Supervise teaching and learning activities and promote positive attitudes and behaviours both in and out of the school environment including when assisting in carrying out practical learning activities.
2. Assist with individual and group support which will allow all pupils to fully engage in their learning.
3. Following training (where required), support pupils with common medical conditions such as asthma, diabetes, and epilepsy by providing universal and additional interventions in line with agreed planning processes and pupil's health care plan.
4. Undertake the appropriate training necessary to carry out the relevant health care and moving and handling procedures including the correct moving and handling of equipment.
5. Use digital technologies to support children and young people with their learning.
6. Assist with groups of children during a range of educational visits and field trips.
7. Promote positive behaviours and supervise pupils across the school environment, escorting pupils during transitions, play periods, and during breaks both indoors and outdoors.
8. Assist with the completion of administrative tasks related to children and young people's attainment, welfare, extracurricular activities and prepare and copy resources.
9. Carry out routine administrative tasks including school meal orders, money collection, stock ordering and the updating and filing of records.
10. Provide personal care to pupils requiring intimate care in line with agreed planning processes maintaining dignity and promoting and enabling independence as far as possible, and aiming to provide universal and additional interventions
11. Undertake the appropriate training necessary to carry out health care procedures as identified by the Integrated Community Children's Nursing Service*

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

****Early Learning and Child Care establishments only**

following established procedures. Ability to share and demonstrate responsibilities to new employees, students, trainees, or others.	X		
PERSONAL QUALITIES/ATTRIBUTES - Considerate, positive attitude - Friendly and confident manner, providing key and relevant information to mainly colleagues or others. - Demonstrate an ability to obtain/give facts or information when working with adults and pupils.	X	X X	Application Form/Interview
OTHER - Demonstrate an interest in inclusive education and support for learning and assist with all universal and additional care for pupils with an interest in intensive and complex interventions. - Flexibility in delivering provision and referring complex issues to supervisors. - A positive and solution-focussed attitude towards inclusion in education. - Work towards resolving difficult situations by being proactive and staying solution-focussed. - Satisfactory PVG scheme membership (Child) (application will be processed by the Council for successful candidates and must be attained prior to commencing employment)	X X X X X		Application Form/Interview