

## PUPIL SUPPORT ASSISTANT 3

Reference No.	A4324	Type:	Generic
Service	Education		
Job Family	Care 5	Grade	FC6

### Purpose

Supervised by a member of the school's management staff.

To assist teaching staff in supporting pupils with significant learning needs to access the curriculum and to promote inclusion and accessibility to the school experience for pupils by providing tuition and support.

To support the pupils associated health and care needs.

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Supporting pupils/children individually or in small groups in planned curricular activities and in the case of teacher absence, continuing to implement the planned learning programme for a short period (up to and including 3 days).	<p>Knowledge of Child development to deal with pupils' learning, social, emotional and behavioural needs</p> <p>If you work in an Early Learning Centre, Primary or Special School, to ensure you achieve registration with SSSC as a <b>Support Worker in a Day Care of Childrens Service</b> within 6 months of starting in a new role, you must apply to register within 3 months of your start date.</p> <p>To maintain your registration, you must hold the SSSC benchmark qualification for the role. This includes SVQ Social Services (Children and Young People) at SCQF Level 7. The benchmark qualifications are listed here <a href="https://www.sssc.uk.com/registration/help-with-register-parts-fees-and-qualifications/">https://www.sssc.uk.com/registration/help-with-register-parts-fees-and-qualifications/</a></p>	<p>✓</p> <p>✓</p>	

# Role Profile

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Participating in appropriate planning, preparation and target setting for Individualised Educational Programmes (IEPs).	Experience working with young people with additional support needs		✓
Building and maintaining a rapport with pupils and staff when involved with pupils/children on outreach programmes ensuring the successful delivery of shared support programmes.	Communication skills	✓	
Contributing to a stimulating learning environment and programme by supporting the work of the teacher and assisting in the timetabling and organisation.	Ability to demonstrate tact, sensitivity and patience – Interpersonal skills	✓	
Ensuring that pupils/children are supported to participate in their individual planning and positive behaviour programmes.	Ability to offer support in a sensitive way while maintaining a professional approach	✓	
Contributing to preparing, planning, target setting, and reporting procedures for individual pupil plan and Child's Plan as appropriate.	Team working skills	✓	
Contribute to written records of the progress of pupil support programmes.	Report writing skills		✓
Liaising with parents/carers and partner agencies and contribute to the overall ethos of the school.	Experience of working within a multi-agency 'team around the child' context		✓
Contribute towards risk assessments associated with school activities.	Problem solving skills	✓	
Using specialist equipment to enable pupils with severe physical impairment to access Information Communication Technology (ICT) and being familiar with specific technologies for each subject.	Basic IT skills	✓	

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Using specialist skills in a variety of communication methods to facilitate pupils' access to the lesson/subject and classroom interactions. This may include the use of sign language, Braille, augmentative and alternative communication equipment bilingual input or the interpretation of verbal and written instructions.	Being familiar with specific technologies for each subject (e.g. computers, flashcards, number lines)	✓	
Offering a high level of care to enable the pupil/child to function to their full potential e.g. gastrostomy/peg feeding, administration of medication, toileting, catheterisation etc.	First Aid Certificate		✓
Organising and participating in lunchtime clubs/learning support clubs as appropriate to school and pupil needs.	Ability to use own initiative	✓	
Providing reassurance to pupils/children as necessary.	Ability to maintain confidentiality	✓	
Supporting pupils/children to participate in school activities e.g. in the playground/leisure activities/school outings/residential experiences/practical class activities.	Knowledge and understanding of current pupil support initiatives		✓
Handling cash/cheques or equivalent as necessary.	Ability to provide a regular and effective service	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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**Additional tasks or responsibilities** – this is a generic role, however this particular job may also require you to undertake the following:

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## PUPIL SUPPORT ASSISTANT 3 - BSL

Supporting pupils with significant deafness to access the curriculum.	British Sign Language - level 2	✓	
Working in a variety of schools or establishments	Ability to travel	✓	

## PUPIL SUPPORT ASSISTANT 3 - UEB

Supporting pupils with visual impairments to access the curriculum.	Contracted Unified English Braille - grade 2	✓	
Working in a variety of schools or establishments	Ability to travel	✓	

### Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

**Before confirming appointment:** You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> <li>Skills Framework (if applicable)</li> <li><b>How</b> we work matters</li> </ul>	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>