

## PUPIL SUPPORT ASSISTANT 2

Reference No.	A4006	Type:	Individual
Service	Education		
Job Family	Care 3	Grade	FC4

### Purpose

Under the direction and supervision of a class teacher or senior member of staff, assist the class teacher by supporting children and young people who have been identified as requiring additional support. Supporting an effective learning and teaching environment through inclusive practice.

<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 school/curricular activities to enhance personal development e.g. in the playground/leisure activities/school outings/practical class activities.	Team working skills  Experience of supporting young people with additional support needs  If you work in an Early Learning Centre, Primary or Special School, you must achieve SSSC registration within 6 months of starting in a new role and maintain your registration.	✓   ✓	✓
	If you work in an Early Learning Centre, Primary or Special School, to ensure you achieve registration with SSSC as part of the Children and Young People Workforce within 6 months of starting in a new role, you must apply for registration within 3 months of your start date on the <b>Children and Young People - Support Worker</b> register.	✓	

## Role Profile

	<p>To maintain your registration, you must hold or work towards the SSSC benchmark qualification for the role, complete the required Continuous Professional Learning (CPL) for the role and submit an annual declaration via MySSSC.</p> <p>The benchmark qualification for this role includes SVQ Social Services Children and Young People SCQF level 6 or SVQ Social Services and Healthcare at SCQF level 6. For more details about qualifications and timeframes, go to <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>If you do not currently hold a benchmark qualification, your registration will be granted subject to the condition that you achieve the required qualification within the timeframe defined by SSSC.</p>		
Contributing information to the updating, planning, scheduling activities and review process of individual pupils/children.			
Assisting pupils/children in the use of technology to enhance learning e.g. ICT.	Basic IT Skills	✓	
Supervising pupil/child self-administration of medication. Offering a level of care to enable the pupil/child to function to their full potential e.g. toileting, administering medication in line with agreed training procedures and encouraging self- help and independence.	Knowledge and understanding of the development needs of pupils		✓
Carrying out support programmes designed by visiting specialists e.g. speech and language programmes, physiotherapy and/or occupational therapy programmes.	First Aid Certificate		✓
Liaising with parents/carers as appropriate.	Ability to demonstrate tact, sensitivity and patience – Interpersonal skills	✓	
	Communication skills	✓	

## Role Profile

Creating a level of trust with pupils/children and being aware of changes in the pupil(s)/child(s) condition, taking action as required.	Ability to maintain confidentiality	✓	
Supporting pupil/child mobility (as defined by moving and handling training) on an emergency/short-term basis and for low level needs e.g. to support toileting or short term injury such as a broken leg.	Ability to support pupil/child mobility	✓	
<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>
Organising and managing the equipment and resources required for a pupil/child around the school and in class e.g. mobility aids, communication devices, IT and being familiar with specific technologies.	Be familiar with specific technologies for each subject (computers, flashcards, number lines)		✓
Supporting pupil(s)/children to follow instructions given by the class teacher, providing reassurance as necessary.	An appreciation of the range of additional needs that pupils may have e.g. communication, physical, social, emotional, behavioural	✓	
Contribute to written records of the progress of pupil support programmes.	Report writing skills		✓
Reinforcing good standards of pupil/child behaviour.	Ability to use own initiative		✓
Working independently with pupil(s)/children on work set by class teacher.			
Supervising non-teaching areas e.g. corridors and cloakrooms or pupils during non-teaching times e.g. wet playtimes, break times.	Problem solving skills	✓	
	Ability to provide a regular and effective service	✓	
Handling cash/cheques or equivalent as necessary.			

Undertaking all other duties as required for the role. Duties will be in line with the grade.

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
<p><b>Before confirming appointment:</b> 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.</p>	
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>