



# Jordanhill School



## Pupil Support Assistant Secondary Specialist

### Job Description and Person Specification

The position of Pupil Support Assistant at Jordanhill School requires an individual who can interact well with young people, including those with additional support needs, and colleagues across the school. The ability to work as part of a team is essential as is demonstrating excellent organisational skills, sensitivity and patience.

#### Pupil Support Team

The provision of Pupil Support from P1 to S6 is coordinated by the Depute Rector. The work of the Pupil Support Assistants (PSAs) is managed on a day-to-day basis by the Principal Teacher and Assistant Teacher of Support for Learning.

The duties associated with this post will predominantly lie in working with secondary age pupils. However, you will come into contact with Primary children who are working with Secondary teachers and as the needs of the service demand. You will require to work closely with teachers to support the learning of young people.

#### Job Description and Duties

##### Supporting learning and teaching

- Supporting learning and teaching within the curriculum and the personal development of pupils with disabilities and/or additional support needs.
- Supporting classroom teachers with specific intervention programmes and developing pupil independence
- Supporting active learning an encouraging teamwork and co-operation
- Preparation and organisation of classroom resources
- Supporting individuals and groups e.g. With Literacy, Numeracy and Health and Wellbeing programmes, and the use of IT etc.
- Supporting secondary teachers and the Principal Teacher of Support for Learning with
  - the creation and use of digital question papers for assessments and examination diets S1-S6
  - assistive technology to ensure the curriculum is accessible to pupils e.g. PCs, laptops, tablets, text to speech software etc.
  - supporting pupils' attainment e.g. reading and scribing for tests, mock examinations and SQA qualifications for pupils with special assessment arrangements.

##### Contributing to the quality of care and welfare of pupils:

- Building good relationships with pupils at all stages
- Promoting excellent standards of pupil behaviour in accordance with school policy
- Supervising pupils during intervals
- Escorting pupils on school excursions
- Providing comfort and care for minor accidents or ailments
- Supporting pupils' personal care needs as required e.g. toileting, changing for PE, accessibility
- Supervising medication within the school's guidelines

In addition to the above, you will be required to undertake any other relevant and reasonable duties as detailed by the school.

## Pupil Support Assistant – Person Specification

### Summary of Role

The position of Pupil Support Assistant at Jordanhill School requires an individual who can demonstrate an ability to interact well with children, young people and colleagues across the school. The duties include working with a range of pupils, including those with additional support needs, and working closely with teaching colleagues who will supervise you to support the learning and teaching in the classroom. The ability to work as part of a team is essential as is demonstrating excellent organisational skills, sensitivity and patience.

Criteria	Essential	Desirable	Evidence
<b>Education, Training, Qualifications</b>	An acceptable standard of school education.	Pupil support/ classroom assistant qualification.  First aid qualification.	<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Certificates
<b>Skills</b>	Evidence of patience, tolerance and consistency of approach.  Numeracy and literacy skills.  Able to use a variety of resources to respond to pupil needs.  Ability to work alone or as part of a team.  Ability to plan and organise own workload.		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References
<b>IT Skills</b>	Intermediate knowledge of Microsoft Office suite – Word, Excel, PowerPoint.	Enhanced skills	<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References
<b>Knowledge</b>		Working knowledge of processes, procedures and systems within school environments.  Knowledge of a range of additional support needs, e.g. dyslexia, autism spectrum disorder	<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview
<b>Other</b>	Shows an enthusiastic and positive manner.  Demonstrates a flexible approach to the needs of the school and pupils.  Shows a genuine interest in young people and their success.	Previous experience working in an environment with young people with additional support needs.	<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References

Criteria	Essential	Desirable	Evidence
<b>Communication</b>	Able to communicate clearly in a way that people understand.  See the importance of sharing and communicating well.		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References
<b>Motivation</b>	Keen to do things well and work steadily to meet targets.  Enjoy challenges and has good time management skills.		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References
<b>Customer Orientation</b>	Treat pupils fairly and consistently in a professional, polite manner and provide a high quality service.  Respect confidentiality where appropriate.	Sort out enquiries and problems promptly, keeping colleagues up-to-date.  Can go that extra mile to exceed expectations.	<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References
<b>Collaboration</b>	Working together with colleagues to give exceptional service.		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References
<b>Attitude</b>	Happy to embrace and engage in new ideas and ways of working and is able to see the good that change can bring.		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References
<b>Self Development</b>	Keen to join in training and keep up to date with changes in skills and knowledge required.	Can offer support to colleagues based on what you know.  Keen to seek out chances to learn and develop.	<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References

References will be taken up post-interview with the applicant's consent if they are being actively considered for the position.

Satisfactory completion of a **Protecting Vulnerable Groups (PVG)** Scheme Record will be required prior to taking up post and eligibility to work in the United Kingdom.

Jordanhill School provides extensive programmes of in-house training and development along with access to appropriate specialist external training.