

# ◆ EDINBURGH ◆

THE CITY OF EDINBURGH COUNCIL

## City of Edinburgh Council Job Profile

<b>DEPARTMENT:</b>	Children and Families
<b>SECTION:</b>	Schools and Community Services and Support to Children and Young People
<b>POST:</b>	School Support Assistant (Primary/Secondary/Special)
<b>RESPONSIBLE TO:</b>	Business Manager/Head Teacher

### **Purpose of Job**

To provide assistance in the school environment to assist and relieve teaching staff of routine, clerical duties associated with the administration and organisation of resources for learning. To be flexible and assist in undertaking duties that support pupil learning across the school.

### **Major Tasks**

Under the direction and supervision of the Business Manager / Head Teacher (or a specified member of the SMT) and teaching staff, the post holder may be required to undertake duties in any of the following areas which illustrates the kinds of tasks which may be delegated to School Support Assistants. *It is not intended to be a complete list of all the tasks that a School Support Assistant could perform, nor is it intended that a single School Support Assistant would be able to take on all the tasks on the list.*

### **All school sectors**

#### **Administration and organisation of resources**

Transferring information, photocopying, filing

Word processing for staff throughout the school including correspondence, reports, minutes, records and returns, purchase orders, class handouts, information bulletins

Where required, dealing with disposal of confidential waste

Reception and switchboard duties. Receiving visitors, taking and relaying messages, answering simple queries and locating staff. Dealing with sensitive and/or confidential queries as first point of contact in school

Preparing areas for pupil work as required e.g. setting up the PSE areas, expressive arts room, classrooms, ICT areas and clearing away equipment

Preparing new teaching materials, including content and proof reading

Organising, ordering and maintaining the stock of materials and distributing resources including cataloguing collections of resources

Supporting record keeping by assisting with non-professional aspects of school reporting procedures, transfer of information, updating of pupil records for example, letters to parents, personal information, medical records, certificates, record of achievements and report cards, preparing returns of admits and leavers.

Assisting in the running and organisation of the school library by ordering and maintaining stock; working with pupils over the counter including lending books and processing their return/renewal.

Supervising non-teaching areas during break times and lunch times e.g. corridors, cloakrooms, tuck shops, dining rooms, playgrounds, encouraging appropriate behaviour

Ancillary associated duties (for example cleaning up spillages, ensuring tables are clean)

### School/Class Support

Creating and preparing classroom resources on a daily basis, this includes photocopying, typing and printing worksheets, collation of packs, binding and laminating, setting up and maintaining filing system

Making displays e.g. mounting examples of pupil's work, pictures, interest tables under the supervision of teaching staff

Contributing to building a positive relationship with staff and pupils and supporting the classroom/school ethos

Developing good teamwork with teachers, Pupil Support Assistants and other School Support Assistants

Preparing a classroom for aspects of the day's work as required e.g. setting up work areas

Preparing classroom materials as directed by teaching staff

Assisting in supporting pupils working together to encourage teamwork and co-operation

Assisting, as part of the staff team, in the provision of guidance/instructions to pupils when undertaking group activities

## Primary

School meals – recording dinner money; issuing lunch tickets and administering cashless catering system and cards. Maintaining and updating free meals roll. Preparing return of meals supplied and cash banked

Providing assistance to the nursery or school office staff when required in the range of general office duties, including photocopying, collating, filing and word processing/reception duties

Assisting with the collection of cash from pupils e.g. trips and the preparation of monies for banking

Encouraging co-operative play amongst pupils and participation by all the children

Preparing the playground in advance of children using the facilities, including laying out games and other play equipment

## Secondary

Assisting with administration tasks, e.g. daily registration, arrangements for organised excursions, events, work experience, visiting groups (in co-operation with school clerical staff as appropriate).

Administrative elements of pupil welfare requirements, including support of Pupil Support Leaders with routine documentation and information dispersal.

Non-professional aspects of school reporting procedures, preparation of envelopes.

Assisting with the input, handling and transmission of assessment data

SEEMIS – operation of the computerised administration package including recording of pupil attendance and production of reports

Reprographic duties e.g. photocopying, collating, stapling, binding. Delivery of completed work to Faculties as required. Faculty billing and costings, stock control, on-line ordering of consumables

Assisting with budget administration

Assisting in supporting pupil's attainment through practical help, e.g. reading and scribing tests, prelims, and exams including all SQA qualifications for pupils with special assessment

## **Special**

Assisting with administration tasks for example preparing returns of meals supplied; arrangements for organised excursions; trips and visiting groups.

Providing assistance to the school office when required in a range of general office duties including photocopying; collating; filing; and word processing/reception duties.

Preparing the playground in advance for pupil use during breaks including laying out games and other play equipment; assisting with returning to storage after use.

Assisting with administrative element of school support for pupils including dispersal of information; administrative aspects of pupil welfare requirements; preparing /reports letters to parents; input and transmission of assessment data.

SEEMIS - assist with operation including recording of pupil attendance; tracking activities; attainment recording; production of reports.

## **All School Sectors**

### Care and Welfare of Pupils

Ensuring that pupils behave in an acceptable manner towards staff and other children

As part of the school staffing team, assisting with the provision of comfort and care for minor incidents, upsets or ailments e.g. cuts and bruises (reporting to teaching staff if considered serious)

Assisting school staff when required with escorting pupils within and out with the premises e.g. on educational visits, swimming lessons, sports events, between classrooms, to home or hospital

### **Supervision and Management of People (Numbers and type of staff)**

None

### **Creativity and Innovation**

Setting up and preparing class materials

Designing spreadsheets and databases

Creating and designing posters, booklets, pamphlets, worksheets, practical experiments, classroom and corridor displays

Providing assistance in creating new administrative systems/procedures to contribute to the smooth running of the school

Undertaking a variety of clerical tasks, which may require accuracy and sensitivity

Ability to respond appropriately to the school's administration and organisation of resources requirements and those of teaching staff/class

### **Contacts and Relationships**

Pupils – Day to day contact with pupils

Parents – contact can be by phone or in writing regarding pupil welfare issues, arranging appointments with a member of the teaching staff or pupil/pupil support staff

Building a positive relationship with staff and pupils in school and supporting the class and school ethos

Other school staff – working with e.g. teachers, business managers, sharing information and working practices

### **Decisions (Discretion)**

When to renew resources and stock e.g. stationery, art resources, library books/material, following school procedures.

Storing of new classroom resources and arranging appropriate filing systems and record keeping

Screening visitors and/or call requests to contact Head Teachers, Teaching Staff, Pupil Support Staff or Business Manager or Senior Management Team

Knowing when to consult with teaching staff on issues requiring the exercise of professional judgement

### **Decisions (Consequences)**

By questioning a caller or visitor, decide the most appropriate person to contact or provide advice or a solution that maximises staff time

Taking appropriate action as part of the school staffing team to ensure the pupil's health, welfare and safety, for example, preventing pupils running in corridors

## **Resources**

Assisting other school staff by ensuring the appropriate use and safekeeping of educational and IT learning aids. When required and as directed, assisting pupils with the use of physical support aids.

Accurate collecting and handling small sums of cash from e.g. parents for school trips.

Maintenance of school/pupil information faculty/curriculum area databases both paper-based and electronic e.g. record of medication held in school; library & resources database including video and TV & radio and attainment records.

## **Budgets**

None

## **Environment - Work Demands**

Tasks and deadlines are planned in relation to appropriate cycles e.g. daily, weekly, monthly, termly, sessionally.

Additional tasks are allocated by Line Manager, Senior Management Team or Pupil Support Team as appropriate who are based at the same location.

Ad hoc requests throughout the day from teaching staff, pupil support staff, pupils, office staff, visitors, suppliers either in person or by phone. Reporting faults in relation to IT equipment failure

## **Environment – Physical**

In accordance with school health and safety procedures, assisting teaching staff with sourcing e.g. boxes of copy paper; laptops; text books from stores and transporting these to classrooms .

Manoeuvring heavily laden trolleys e.g. with class text books or class equipment along corridors to class room location

Long periods of standing whilst photocopying or filing

Walking around the school and up and down stairs during school day.

## **Environment – Working Conditions**

Level of noise from pupils can be high and constant particularly during break times and going to and from lessons.

Working in various locations across the school e.g. office, library, reprographic, dining hall, playground.

Playground supervision in all weathers and standing for periods of time.

### **Environment – Work Context**

Assisting school staff in dealing with challenging pupil behaviour in the school or playground, escalating incidences to more senior staff where appropriate.

On a daily basis can come into contact with parents or pupils who may be unhappy with the decisions made by the school and will refer this to appropriate pupil support staff and maintain an activity log.

### **Knowledge and Skills**

#### **Essential:-**

Good basic education and standard of Maths and English to SQA standard grade level or equivalent, or previous relevant experience

Ability to demonstrate good verbal and written communication skills

Computer literacy including word processing and spreadsheets .

#### **Desirable:-**

Awareness of health and safety regulations

Good planning and organisational skills

Experience of working/dealing with pupils or young people

Previous general office experience

Experience of collating, stock taking and record keeping

## **ADDITIONAL INFORMATION:**

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by the City of Edinburgh Council.

## **EMPLOYEE SPECIFICATION:**

### **Council Core Competencies**

<b>These Council Core Competencies apply to all positions:</b>
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Being Customer/Client Focused Working Effectively with Others Managing Change Taking Ownership and Responsibility Communicating Effectively Planning and Decision Making
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<b>These Council Core Competencies apply to positions with responsibility for managing people or resources:</b>
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Leading Others Managing Performance and Developing others Political Sensitivity
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<b>School Support Assistant</b>	<b>Essential</b>	<b>Desirable</b>
Experience		Experience of working/dealing with pupils or young people  Previous general office experience  Experience of duplicating, collating, stocktaking and recordkeeping
Knowledge, Skills and Understanding	Able to communicate effectively and work co-operatively  Able to prioritise workload	Able to operate IT / new technology

	Able to make appropriate decisions	
Qualifications and Training	<p>A good basic education with proven literacy and numeracy skills</p> <p>At least 2 'O'/'S' Grade passes or equivalent including English and Maths/Arithmetic</p>	A first Aid certificate
Job Specific requirements	<p>Able to operate video/recording equipment and photocopier</p> <p>Understand the needs of children and respond effectively</p>	
<p>Applicants should always check the Job Vacancy Summary for any specific Employee Specification Requirements for the advertised vacancy.</p>		