



**George
Heriot's
School**
Founded 1628

Job Description

Job Title: Enhanced Pupil Support Assistant
Responsible to: Head of Junior School
Hours of Work: Term Time only position; part-time.

Summary:

The Enhanced Pupil Support Assistant is responsible for providing ancillary support in the Heriot's Junior School – both within the classroom and for wider activities involving Junior School pupils. They contribute to the learning and wellbeing of Junior School Pupils, but with particular responsibility for providing additional support for pupils with specific social, emotional and communication needs where required.

Key Duties and Responsibilities:

The key duties and responsibilities of the role are detailed below. This list is not exhaustive and may be amended from time to time in line with school requirements.

Individual Pupil Support

- Work with Deputes, teachers and, where appropriate, parents, to provide tailored support for pupils with specific social, emotional and communication needs, both within the classroom and in an individual support setting throughout the school day.

Classroom Assistance

- Work alongside and under the direction of the Class Teachers to provide assistance in all classroom activities – e.g.: group work, demonstrations, project work, displays etc.
- Adapt and develop creative solutions in the classroom or other learning/ support setting
- Support children to engage with their learning
- Assist with the preparation and organisation of teaching and other resources
- Assist with administrative procedures

Supervision

- Provide supervision in the playground during break times.
- Supervise children in the classrooms and the refectory during lunch time

General

- Assist in providing a caring and safe environment for the children at all times
- Act as a role model for pupils and help to promote the Heriot's aims and ethos throughout the Junior School

Child wellbeing and development

- Identify and respond to the emotional, wellbeing and development needs of children and young people
- Support positive relationships and behaviour, including distressed behaviour
- The skills knowledge and ability to support children and young people
- Safeguarding and child protection
- Demonstrate a commitment to motivating and including all learners

Personal and professional development

- Take responsibility for own professional learning and value constructive feedback
- Attend Professional Learning Days/ Sessions
- The ability to effectively use IT to support the organisation of some administrative procedures and support children with their learning

Ethos

- Promote equality, diversity, social inclusion and anti-discriminatory practice
- Value, respect and be an active part in the Heriot's community
- Be aware of the Heriot's Foundation
- Create a positive atmosphere based on mutual respect between staff, pupils and parents
- Contribute to the Heriot's extra-curricular programme

Additional Information

- This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. As such, the successful candidate will be required to gain membership of the PVG Scheme.

Skills and Attributes Required:

- SSSC Registered/ Eligible for Registration with SSSC.
- Evidence of professional learning around supporting children accessing learning
- Possesses a genuine interest and talent in working with children
- Knowledge of the UNCRC and Rights and Participation
- Proven experience of working with children with specific social, emotional and communication needs.
- Proven ability to utilise mentoring and interpersonal skills to build positive, trusting relationships with children and young people
- Can demonstrate good use of initiative in a range of contexts
- Excellent communication skills with the ability to work effectively with staff, parents and children of all levels.
- Good organisational and time management skills
- Enthusiasm, resilience and warmth
- Knowledge of and commitment to the Heriot's ethos

George Heriot's School is governed by George Heriot's Trust, Scottish Charity number SC011463