



ST ALOYSIUS' COLLEGE

Job Title	Additional Support Assistant (3 – 18 yrs) – Term Time Mon – Thurs 8.30 – 6.00 Fri 8.30 – 4.30
Reporting to	Head of Additional Support (3 – 18 yrs)

Job Purpose

The main role is to provide support to students who have Additional Support Needs, which could include students with an Individual Learning Plan.

Working with class teachers, to ensure that the students can integrate as fully as possible in the activities generally undertaken by the other students in the class and make progress. One to one support may also be offered to students as appropriate.

Duties will include running specific programmes and activities to assist the students' individual learning and social needs.

Main Duties and Responsibilities

Overview of the Role:

- Provide in-class support for pupils with Additional Support Needs (ASN), including reading, scribing, and prompting as necessary
- Facilitate successful learning for individuals through one-to-one or small group support
- Work on 1:1 programmes or small group workshops and assist with organisation of classwork and resources
- Engage in the Social & Emotional regulation of the child
- Assist pupils in developing social communication and self-regulation skills, confidence building, and making choices
- Help learners regulate anxiety and develop confidence by differentiating activities
- Model and promote positive interaction and cooperative learning among students
- Work closely with the Pastoral Team using the GIRFEC (Getting It Right for Every Child) model to ensure holistic pupil support
- Liaise with teachers, colleagues and parents to provide feedback on individual pupil learning and development

Support for Teachers:

- Assist teaching staff in differentiating lessons to meet the needs of all learners
- Assist in the development and implementation of planned programmes and strategies to support pupil learning and attainment
- Help prepare for classroom activities, setting up additional support materials, technology, and equipment as required
- Observe and monitor pupil behaviour and support teachers to develop strategies to promote positive behaviour and emotional resilience

Support for Learning and Teaching:

- Support the Principal, Head of Junior School and class teacher in developing and implementing **the school's improvement plan** by working in partnership with colleagues, both within and outside of the service
- By continuous and ongoing assessments, identify individual learning needs to develop and implement personalised learning and support plans
- Plan and implement how support services are delivered effectively and efficiently to meet pupil needs
- Source the most effective technology and resources to enhance the learning and development opportunities for students
- Assist in the administrative aspects of the Learning Support Department, including filing, photocopying, and managing resources
- Administer screeners to individual pupils referred for testing and help maintain departmental records

Supporting Wellbeing and Learning Needs:

- Provide encouragement and praise to learners, helping them build confidence and feel supported
- Assist learners in making informed choices and foster their ability to interact positively with peers and staff
- Contribute to creating a nurturing environment that helps children develop their social and emotional well-being
- Support teaching staff and colleagues with training and guidance on the educational care and welfare needs of students with additional support needs

Administrative Support:

- Maintain accurate records of pupil progress and achievements
- Assist with administrative tasks within the department, including ordering resources and preparing reports

Wraparound Care & Safety Duties

- Provide support during social times, such as breaks, lunch cover and after-school activities e.g. the Homework Club and After Care
- Welcoming and registering pupils on and off the buses in the morning and at end of the school day (or as required)

Qualifications

Essential

- Strong numeracy and literacy skills, with National 5, or equivalent, passes in both English and Maths
- SSSC registration or able to register within 3 months of joining

Desirable

- A relevant qualification in a related discipline (e.g., NC/NVQ in Childcare, Teaching Assistant, or Special Education)
- Previous experience in a similar role within a school setting
- Knowledge of educational frameworks such as **Scotland's** Curriculum for Excellence
- First Aid trained

Experience & Knowledge

Essential

- Previous experience in a similar role supporting individual children or young people with a range of additional support needs within an educational or childcare setting
- Working with or caring for children and young people in the 3-18 age range
- Training in relevant learning interventions e.g. additional support, literacy or numeracy strategies
- Being aware of the specific barriers to learning
- Experience of following child protection, health, safety, security, confidentiality and data protection policies and procedures, reporting any concerns to the appropriate person
- Knowledge of additional support needs and strategies to help pupils overcome barriers to learning. Good knowledge of processes, procedures and systems within the school environment
- Have knowledge and understanding of the different social, cultural and physical needs of students. A commitment to ongoing professional development
- Understanding of relevant policies/codes of practice and awareness of relevant legislation
- General understanding of the curriculum and other learning programmes/strategies
- Good understanding of child development and learning and how different additional support needs may impact on this

Personal Qualities

Essential

- Strong communication and interpersonal skills, with a patient and empathetic approach. Good oral and written communication skills with good interpersonal and listening skills
- Ability to work collaboratively as part of a multidisciplinary team and independently
- Enjoys challenges and has good time management skills
- Embraces and engages with new ideas and ways of working
- Having the ability to use a variety of resources to respond creatively to learners needs
Being proactive and intuitive with the ability to plan and organise own workload
- Good working knowledge of Microsoft Packages and technology used within classroom settings wider school
- Flexible and resilient to cope with the demands of the role
- Demonstrates an enthusiastic and positive manner

- Highly empathic and patient
- A genuine passion for supporting children and helping them achieve their potential
- Flexible, adaptable, and proactive in responding to the diverse needs of pupils
- Ability to remain calm under pressure and manage challenging behaviour effectively
- Strong organisational skills and a positive, solution-focused approach