

**JOB DESCRIPTION & PERSON SPECIFICATION**

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| **Job Title** | Support for Learning Intern (Post 1) |
| **Department** | Support for Learning |
| **Responsible To** | Head of Support for Learning |
| **Grade** | n/a |
| **Salary** | £13812.50 |
| **Hours** | 0830-1700 Monday to Friday |
| **Perm or Fixed Term** | Fixed Term (Aug – June) |
| **Probationary Period** | n/a |

**JOB DESCRIPTION**

**Overall Purpose**

Working under the direction of, and providing additional support to, the Head of Support for Learning you will be responsible for actively assisting pupils in the classroom. Duties will also include providing clerical assistance, organising resources and supervision of pupils during break times and after School.

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| **MAIN DUTIES:** |
| Assisting in subject classrooms to ensure the effectiveness of inclusive strategies for pupils with additional support needs |
| Assisting pupils with use of equipment in Science, Art & Design Technology classes |
| Supporting pupils in their areas of weakness (e.g. writing)  |
| Helping to organise notes and record homework |
| Assisting pupils in maintaining good levels of focus throughout lessons |
| Supporting learning activities as directed by the subject teacher |
| Working one-to-one or in small groups in the Support for Learning department  |
| Supporting reading groups |
| Helping pupils to structure essays and clarify coursework |
| Planning, preparing and developing appropriate teaching resources |
| Recording pupil progress |
| Supporting social interactions amongst pupils |
| Assisting in lunchtime supervision of Geits (P7) |
| Daily supervision in School Library between 1530 and 1700 |
| Carrying out specific tasks, as directed by the Head of Support for Learning, such as reading or scribing for tests and exams |

**The Rector/Bursar retain the right to implement changes to this job description to reflect changes in the demands of the post**

**PERSON SPECIFICATION**

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| **General** |
| **Essential** | **Desirable** |
| Educated to a degree level (or working towards degree) |  |
| **Proven Experience** |
| **Essential** | **Desirable** |
| Experience of working in a team | Experience of working with children (including voluntary positions) |
| Ability to take initiative | Administrative experience  |
| **Knowledge, Skills and Abilities** |
| **Essential** | **Desirable** |
| Practical, conscientious and reliable |  |
| Excellent interpersonal skills |  |
| Self-motivated |  |
| Excellent verbal and written communication skills |  |
| Good knowledge of Microsoft Office (Work, Excel, PowerPoint, Outlook)  |  |
| **Other Attributes** |
| **Essential** | **Desirable** |
| Willingness to undertake a large variety of tasks as and when required |  |

**Further Information:**

This post is fixed term, August to June, and is term time only. As the role involves working closely with children, the successful candidate will be expected to join the Disclosure Scotland Protection of Vulnerable Groups (PVG) Scheme.

Two references will be required.

All job offers are subject to the satisfactory receipt of PVG clearance and two written references.