Early Years/Primary Education Support Assistant

Dunfermline – salary £15,293 – £16,187

Full-time Fixed Term Contract for 23 months – 35 hours per week

**About us**

SSERC is a local authority shared-service, providing support across all thirty-two Scottish Education Authorities. Our services are available to elected members and officers of Local Authorities, teachers, student teachers and technicians.

SSERC offers a broad portfolio of services, principally in support of the STEM (Science, Technology, Engineering and Mathematics) areas of the curriculum, which are not available from any other source and which can be broken down into three main stands of activity:

* Provision of Career Long Professional Learning (CLPL) for early years, primary and secondary teachers and school and college technicians
* The Advisory Service
* Lead Coordination role for STEM Ambassadors in Scotland and wider STEM engagement activities

We are a forward thinking organisation and continue to develop and grow. Our people are our greatest asset and we have an exciting new opportunity within our support function.

**About the role**

The Early Years/Primary Education Support Assistant will support:

* The effective development and organisation of SSERC’s programmes of Career Long Professional Learning (CLPL) for early years and primary school teachers to support STEM in the classroom.
* High quality of learning and teaching in SSERC CLPL for early years and primary school teachers to support STEM in the classroom.
* The development of teaching and learning resources for STEM education in Scotland.
* The provision of courses in STEM for teachers (this will require occasional evening and Saturday working).

**Role Related Responsibilities:**

To work under the direction and supervision of the Early Years/Primary Team. The Early Years/Primary Education Support Assistant may be involved in the following tasks:

* Ordering, organising and maintaining the stock of materials and distributing resources.
* Preparing materials for courses and development activities.
* Making displays and other educational resources.
* Supporting practical science and technology activities.
* Developing good teamwork with all staff.
* Supporting teachers attending courses.

**About you**

You must have a strong interest in STEM and a passion for learning and working in a fast-paced environment where you can demonstrate independence and initiative. Previous experience of working as a classroom assistant or within a primary school environment would be advantageous but not essential.

To succeed in this role, you must be able to demonstrate the following skills:

* Administration experience.
* Good Interpersonal skills with an appropriate degree of self-confidence.
* Excellent communication skills.
* Using your own initiative.
* Ability to work as part of a team.
* Excellent organisational skills.

**Qualifications:**

You must possess qualifications in English and Mathematics at SCQFLevel 6 or above and preferably at least one science or technology qualification at SCQF Level 5 or above (or any other related/equivalent level of qualifications).

The post holder will be required to work 35 hours per week, occasional evening and weekend work may be required.

**If you feel you meet all the criteria for the role and this sounds like an exciting opportunity, please submit your CV and covering letter to** Sheila@sserc.scot

Closing Date: Friday 22nd June 2018. It is likely that interviews will place w/b 16th July 2018.