



East Ayrshire Council
Comhairle Siorrachd Àir an Ear

East Ayrshire's Pupil Support Assistant Coach Training Matrix/Framework



Pupil Support Staff
Professional Learning
Framework

INTRODUCTION

Within this document you will find an overview of pupil support assistant specific local training opportunities that complement training available on the national [Pupil Support Staff Framework | Professional Learning | Education Scotland](#)

This includes an Induction course followed by a 3 tiered matrix sectioned into:

1. **INFORMED** Level Training – Bitesize courses that are pre-recorded providing you with an overview and signposting to further training opportunities
2. **SKILLED** Level Training – A mixture of pre-recorded Bitesize videos and face to face training opportunities designed to provide you with the knowledge to undertake interventions/utilise the resources discussed.
3. **ENHANCED** Level Training – Coaching input on the job from our team of Pupil Support Assistant coaches.

The professional learning activities included within this matrix/framework are appropriate for staff who support children and young people who require targeted support, for example with complex or complexity of need. They may also be appropriate for learners receiving universal support.

INDUCTION

Introduction and info- INSET day OR 4 afternoon sessions.

Welcome

- Handbook

Health & Wellbeing

- An EAST Introduction to Positive Relationships

Literacy

- An EAST Guide to Supporting Early Decoding Skills

Numeracy

- An EAST Guide to Supporting Numeracy in the Classroom

OVERVIEW OF MATRIX/FRAMWORK

	INFORMED	SKILLED	ENHANCED
HEALTH & WELLBEING	Bitesize- An EAST Introduction to the Massage in Schools Programme MISP™	2 day Instructor Training N.B. any staff wishing to access this training please contact eaEAST@eastayrshire.org.uk	Optional EAST Support for initial roll out. N.B. any staff wishing to access this training please contact eaEAST@eastayrshire.org.uk
	Bitesize- An EAST Introduction to Restorative Approaches	An EAST Guide to Restorative Approaches for Pupil Support Assistants	Beyond Behaviour
LITERACY	Bitesize- An EAST Introduction to the Active Literacy Kit	An EAST Guide to Active Literacy Kit	
	Bitesize- An EAST Introduction to Clicker 7	Clicker 7 Handbook	
	Bitesize- An EAST Introduction to Supporting Early Decoding Skills	An EAST Guide to Supporting Early Decoding Skills* (SKILLED LEVEL) *N.B. This is included in the induction. To access this training outwith the induction please contact eaEAST@eastayrshire.org.uk	
	Bitesize- An EAST Introduction to Five Minute Box	An EAST Guide to Five Minute Box	
	SAC- An Introduction to Phonological Awareness	An EAST Guide to Sound Linkage	
	Bitesize- An EAST Introduction to Guided Reading- Supporting reading from an ASN Perspective	An EAST Guide to Guided Reading – Supporting reading groups from an ASN Perspective	
	Bitesize- An EAST Introduction to Reading Extra		Reading Extra Programme
		An EAST Guide to how PSA'S can support learners to spell irregular common words	
	Bitesize- An EAST Introduction to Spelling Extra		Spelling Extra Programme
		An EAST Guide to Toe by Toe	
		An EAST Guide to Word Wasp/Hornet	
MOTOR SKILLS	Bitesize- An EAST Introduction to Motor Skills	An EAST Guide to Motor Skills	Motor Skills Programme
	Bitesize- An EAST Introduction to Motor Skills Programme		
NUMERACY		David Sharp Books: An EAST Guide to Plus 1, Power Of 2, Times Tables & Time for CAs	
	Bitesize- An EAST Introduction to the Number Box	An EAST Guide to the Number Box	Number Box
WORKING MEMORY		An EAST Guide to Cogmed	
	Bitesize- An EAST Introduction to the Working Memory Programme	An EAST Guide to Working Memory (How to support in Class)	An EAST Guide to the Working Memory Programme

For further CLPL opportunities please contact Educational Psychological Services

[East Ayrshire Psychological Service](#) | [EAPS: promoting equity and opportunity through the application of psychology \(glowscotland.org.uk\)](#)

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INFORMED

All of the courses at the informed level are entitled “Bitesize- An EAST Introduction to...”.

These are prerecorded modules designed to give you an overview of different interventions or supports you may be asked to undertake. Each Bitesize presentation lasts between 5 and 15 minutes. Presentations can be accessed by clicking the section title.

Further training on each intervention is available in the skilled or enhanced sections.

Health & Wellbeing

- Bitesize- An EAST Introduction to the Massage in Schools Programme MISP™ *(can be progressed in Skilled)*
- Bitesize- An EAST Introduction to Restorative Approaches *(can be progressed in Skilled)*

Literacy

- Bitesize- An EAST Introduction to the Active Literacy Kit *(can be progressed in Skilled)*
- Bitesize- An EAST Introduction to Clicker 7
- Bitesize- An EAST Introduction to Supporting Early Decoding Skills *(fuller training covered in Induction)*
- Bitesize- An EAST Introduction to Five Minute Box *(can be progressed in Skilled)*
- [SAC- An Introduction to Phonological Awareness](#) *(can be progressed in Skilled – see An EAST Guide to Sound Linkage)*
- Bitesize- An EAST Introduction to Guided Reading- Supporting reading from an ASN Perspective *(can be progressed in Skilled)*
- Bitesize- An EAST Introduction to Reading Extra
- Bitesize- An EAST Introduction to Spelling Extra

Motor Skills

- Bitesize- An EAST Introduction to Motor Skills *(can be progressed in Skilled)*
- Bitesize- An EAST Introduction to Motor Skills Programme

Numeracy

- Bitesize- An EAST Introduction to the Number Box *(can be progressed in Skilled)*

Working Memory

- Bitesize- An EAST Introduction to the Working Memory Programme *(can be progressed in Enhanced)*

SKILLED

All of the courses at the skilled level are entitled as “Bitesize- An EAST Guide to...”.

The modules are designed to give you the information and skills to allow you to support learners with specific interventions. These modules are a mixture of pre-recorded presentations available on the East Ayrshire [Pupil Support Assistant Training Team \(Supporting ASN- EAST Channel\)](#) or face to face training bookable through [East Ayrshire CPD \(cpdservice.net\)](#) or by emailing eaEAST@eastayrshire.org.uk

Health & Wellbeing

- *Massage in Schools Programme MISP™ 2 day Instructor Training **
- *An EAST Guide to Restorative Approaches for Pupil Support Assistants **

Literacy

- *An EAST Guide to Active Literacy Kit **
- *Clicker 7 Handbook*
- *An EAST Guide to Supporting Early Decoding Skills* N.B. This is included in the induction. To access this training outwith the induction please contact eaEAST@eastayrshire.org.uk*
- *An EAST Guide to Five Minute Box **
- *An EAST Guide to Sound Linkage*
- *An EAST Guide to Guided Reading – Supporting reading groups from an ASN Perspective **
- *An EAST Guide to How PSAs can support learners to spell irregular common words*
- *An EAST Guide to Toe by Toe*
- *An EAST Guide to Word Wasp/Hornet*

Motor Skills

- *An EAST Guide to Motor Skills **

Numeracy

- *David Sharp Books: An EAST Guide to Plus 1, Power Of 2, Times Tables & Time for PSAs*
- *An EAST Guide to the Number Box*

Working Memory

- *An EAST Guide to Cogmed*
- *An EAST Guide to Working Memory (How to support in Class) **

*to access this training, please sign up through [East Ayrshire CPD \(cpdservice.net\)](#) or email eaEAST@eastayrshire.org.uk

ENHANCED

Below are noted a number of training / coaching and modelling opportunities.

Health & Wellbeing

- Massage in Schools Programme MISP™ *(see page 8)*
- [Beyond Behaviour](#) *(see page 9)*

Literacy

- Reading Extra Programme *(see page 10)*
- Spelling Extra Programme *(see page 11)*

Motor Skills

- Motor Skills Programme *(see page 12)*

Numeracy

- Number Box Coaching *(see page 13)*

Working Memory

- An EAST Guide to the Working Memory Programme *(see page 14)*

If you would like further information, please see relevant pages noted.

If you would like to access any of the above, please email eaEAST@eastayrshire.org.uk

HEALTH & WELLBEING

ENHANCED - Coaching on the Massage in Schools Programme (MISP)

The Massage in Schools Programme (MISP) was introduced to the UK in 2000 by its founders, Mia Elmsater and Sylvie Hetu. The programme is well structured, yet simple, making it easy for teachers to incorporate into the daily routine of the classroom. This is a peer massage programme, in which only children massage children, whilst the adults (teacher/assistant) observe and facilitate the routine. It intends to give children the chance to experience positive, nurturing touch at school in a safe and creative way

The benefits of MISP are many. Schools throughout the UK who have implemented the Massage in Schools Programme have noticed the following benefits to children and the school in general:

- Improved **concentration**
- Improved **co-operation**
- Increased self-esteem/**confidence**
- Reduction in aggressive **behaviour and bullying**
- **Calmer classroom environment**
- Children, especially those with ADHD, develop better motor **skills**
- Greater **ability to work independently and in groups**
- A feeling of being individually **acknowledged**
- Empathy and respect in **communicating**
- Ability to **recognise difference between good and bad touch**
- More relaxed and **focused feeling in the school generally**
- Children enjoy the routine
- Calms the reptilian part of the brain to allow children to access learning
- Produces Oxytocin
- Brings balance to the nervous system and reduces high levels of adrenalin and cortisol

This face to face input consists of 8 weeks of coaching and modelling from EAST PSA Coach. (2 sessions - 30mins each - within school; 1 infant and 1 upper session for coaching and modelling per week.

Week 1	Discussion and introduction of Safe touch, touch activities and importance of MISP.
Week 2-7	Coaching and modelling of MISP. Including seating position, hand shapes and rules. Touch activities will also be covered.
Week 8	PSA delivers the session to class in supportive role with EAST PSA Coach present. Recap of programme and sessions. Complete paperwork.

Once coaching and modelling sessions are completed, the school will aim to send you on a course to become MISP Instructor. PSA Coach will inform D. Mirfin or F. McCallum that coaching sessions are complete, and a training date will be set. MISP Instructor training takes place over two days. On completion of these training days you will become a certified Massage in Schools Instructor which will allow you to teach learners MISP. You will also receive information for an online network of support. It truly is a wonderful qualification to have. This will be part of your role and responsibility within the establishment and MISP should be carried out on a weekly basis.

HEALTH & WELLBEING

East Ayrshire Support Team's suite of professional development modules 'Beyond Behaviour' modules are housed within the "EA Professional Learning" Team in the "[EAST Channel](#)". The modules are designed to support education colleagues in relation to the care, welfare and safety of learners and staff within the context of East Ayrshire.

The modules, aim to further develop/reinforce the values, knowledge; and skills of participants in order to meet the emotional and SHANARRI wellbeing of our learners in East Ayrshire in line with international, national and local drivers.

Beyond Behaviour Pyramid



The format of this training suite takes cognisance of the fact that practitioners will have varying levels of knowledge and skills in relation to the content within the different modules therefore a staged approach has been adopted.

To help participants scaffold their learning through reflective practice, they have access to a reflective log for each module. This is not compulsory; participants can complete as many or as few sections/questions as they feel beneficial. Participants may want to revisit the log when working across modules to reflect on previous learning and/or they may be able to use the information as evidence of their professional development, reflective practice and critical self-evaluation.

LITERACY

ENHANCED - Coaching on the Reading Extra Programme

Reading Extra aims to increase pupil support assistants' knowledge and confidence in supporting a small group of learners to...

- apply word attack strategies.
- automatically recognise common words.
- model appropriate expression, pace and volume, associated with fluency.
- listen to constructive feedback from PSA and peers

Schools should nominate a PSA to commit to working with 3-4 learners, twice a week, over a 10 week block, alongside an EAST PSAC.

Staff should have completed the INFORMED Level course ahead of Week 1 coaching, or be allocated time to undertake this on the first session of Week 1.

Face to face support is outlined below, supplemented with support accessible through a Teams page throughout and beyond:

Week 1	Comprehensive overview of the programme and how to administer assessments
Week 2	2 supported sessions focussing on the pre-assessment and getting started
Week 3	2 sessions focussing on delivering the programme
Week 4	2 sessions focussing on delivering the programme
Week 5	2 session focussing on delivering the programme
Week 6	2 session focussing on delivering the programme
Week 7	2 sessions focussing on delivering the programme
Week 8	2 sessions focussing on delivering the programme
Week 9	2 sessions focussing on delivering the programme
Week 10	2 session focussing on delivering the programme
Week 10*	1 session focussing on the post-assessment and next steps

LITERACY

ENHANCED - Coaching on the Spelling Extra Programme

Spelling Extra aims to increase pupil support assistants' knowledge and confidence in supporting a small group of learners to spell irregular common words using memorisation techniques and multi-sensory approaches.

Schools should nominate a PSA to commit to working with 3-4 learners, twice a week, over a 10 week block, alongside an EAST PSAC.

Staff should have completed the INFORMED Level course ahead of Week 1 coaching, or be allocated time to undertake this on the first session of Week 1.

Face to face support is outlined below, supplemented with support accessible through a Teams page throughout and beyond:

Week 1	Comprehensive overview of the programme and how to administer the assessment
Week 2	<i>2 supported sessions focussing on the pre-assessment and getting started</i>
Week 3	<i>2 sessions focussing on delivery of the programme</i>
Week 4	<i>2 sessions focussing on delivery the programme</i>
Week 5	<i>2 session focussing on delivery of the programme</i>
Week 6	<i>2 session focussing on delivery of the programme</i>
Week 7	<i>2 sessions focussing on delivery of the programme</i>
Week 8	<i>2 sessions focussing on delivery of the programme</i>
Week 9	<i>2 sessions focussing on delivery of the programme</i>
Week 10	<i>2 session focussing on delivery of the programme</i>
Week 10*	<i>1 session focussing on the post-assessment and next steps</i>

MOTOR SKILLS

ENHANCED - Coaching on the Motor Skills Programme

The Motor Skills Programme was previously known as “Jump into Movement” and was developed by EAST staff to work with learners who show signs of concern with fine and/or gross motor skills. This is still the main focus of the programme, but it also has developed into a Health and Wellbeing programme aimed at learners who require support with self-confidence, self-esteem, building relationships and inclusion.

Schools need Pupil Support Assistants to commit to working with a maximum of 10 learners, two times a week for 12 weeks (*average of 20 lessons and pre/post assessment time*).

Staff should have completed the INFORMED Level course ahead of Week 1 coaching or be allocated time to undertake this on the first session of Week 1.

Face to face support is outlined below supplemented with support accessible through a Teams page throughout and beyond:

<i>Week 1</i>	<i>2 supported sessions focusing on the pre-assessment and getting started</i>
<i>Week 2</i>	<i>2 sessions focusing on delivering the intervention</i>
<i>Week 3</i>	<i>2 sessions focusing on delivering the intervention</i>
<i>Week 4</i>	<i>2 session focusing on delivering the intervention</i>
<i>Week 5</i>	<i>2 session focusing on delivering the intervention</i>
<i>Week 6-11</i>	<i>1 session focusing on delivering intervention and support for PSA to deliver independently</i>
<i>Week 12</i>	<i>Post assessment</i>

NUMERACY

ENHANCED - Coaching on the Number Box

The Number Box is a multisensory support programme developed for learners (P2 and above) experiencing difficulties with early level numeracy.

Schools need PSA to commit to working with 3-4 pupils, 3 times a week for up to 10 weeks (average of 30 lessons).

Staff should have completed the SKILLED Level course before beginning to work with EAST Core Teacher to plan and deliver the programme.

EAST core teacher will administer the Number Box Assessment and support the PSA to plan a programme to deliver. The programme should then be delivered over 10 weeks.

EAST core teacher can provide ongoing support on a needs-led basis when they are in school. An example of how this support may look like is outlined below

<i>Week 1</i>	<i>1 supported session focusing on the assessment outcome and getting started</i>
<i>Week 5</i>	<i>1 session focusing on reviewing the programme and progress</i>
<i>Week 10*</i>	<i>1 session focusing on the post-assessment (and next steps)</i>

**may be earlier than week 10 but should coincide with end of Number Box intervention, date to be agreed in week 5*

WORKING MEMORY

ENHANCED - Coaching on the Working Memory Programme

The Working Memory Programme is a multisensory programme devised to develop and improve learners' working memory.

Schools need Pupil Support Assistants to commit to working with 3-4 learners on an individual basis for 15 minutes twice a week for 12 weeks (*average of 20 lessons and pre/post assessment time*).

Staff should have completed the INFORMED Level course ahead of Week 1 coaching or be allocated time to undertake this on the first session of Week 1.

Face to face support is outlined below supplemented with support accessible through a Teams page throughout and beyond:

<i>Week 1</i>	<i>2 supported sessions focusing on the pre-assessment and getting started</i>
<i>Week 2</i>	<i>2 sessions focusing on delivering the intervention</i>
<i>Week 3</i>	<i>2 sessions focusing on delivering the intervention</i>
<i>Week 4</i>	<i>2 session focusing on delivering the intervention</i>
<i>Week 5</i>	<i>2 session focusing on delivering the intervention</i>
<i>Week 6-11</i>	<i>1 session focusing on delivering intervention and support for PSA to delivery independently</i>
<i>Week 12</i>	<i>Post assessment</i>

N.B. By arrangement, this intervention can be offered in collaboration with Motor Skills Coaching