



April 2018

1. JOB IDENTITY

Post Title:	Children's Escort	Service:	Education and Children's Services
Section:	Education	Grade:	Care C
Reports to:	Quality Improvement Officer / Head Teacher / Principal Teacher		

2. JOB PURPOSE

- Accompany a child who has additional support needs, to travel to and from school and other settings, on and off transport as required, provide adequate supervision and ensure that a high degree of health and safety is maintained at all times.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Supervise and assist children, whilst travelling to and from school/other settings, maintaining discipline and high standards of health and safety

4. QUALIFICATIONS AND TRAINING

- Essential:**
- Academic achievement to Scottish National Level 4 or 5, Standard Grades or equivalent transferable experience and skills

5. EXPERIENCE

- Essential:**
- Knowledge / experience of work with children of school age

- Desirable:**
- Experience of working with children of school age who may have additional support needs

6. KNOWLEDGE AND SKILLS

- Essential:**
- Patient and caring approach
 - Good communication and organisational skills
 - Ability to work on own initiative
 - Ability to respect confidentiality
 - Approachable manner
 - Flexible and adaptable attitude
 - Ability to communicate effectively with children who have a range of learning difficulties
- Desirable:**
- Knowledge of additional support needs and how this may affect children with ASN.

7. ADDITIONAL REQUIREMENTS

Driving Compliance	Not applicable to this post
Politically Restricted	Not applicable to this post