

JOB PROFILE

Post Title: **Learning Support Worker – Severe & Complex Needs - AHS (H)**

Post No: **Various**

To assist in the management and education of children and young people with additional support needs (ASN) in accordance with relevant legislation, policy and guidelines.

A Learning Support Worker may be asked to work with any child or group of children, with severe and complex additional support needs, either within the department and/or within some mainstream classes. They may be asked to work alongside and with specific guidance from any teacher within a School. Work around an individual child may be based on an individualised education programme. This programme is followed by all staff working with the child / young person and may involve working with professionals and therapists e.g. Speech Therapist, Occupational Therapist, Physiotherapist, Child Psychologist, etc.

Specific tasks of the Learning Support Worker will be:

- To work effectively as a member of the staff team;
 - To promote and value each child and support their inclusion and welfare.
 - To support the delivery of a quality curriculum in a mainstream setting where a child/young person is included.
 - To interact effectively, enthusiastically and appropriately with children/young people to meet their individual education and care needs including assisting with feeding, toileting and personal hygiene tasks;
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- To follow instructions regarding the implementation of individual education programmes (IEP);
 - To evaluate tasks undertaken as set in the IEP, keep accurate records and report progress to teachers;
 - To assist in the delivery of a bespoke quality curriculum where a child / young person is included, reflecting the complex additional support needs of the child/young person;
 - To support children / young people access and participate in activities in and out of school;
 - To assist in the implementation of therapy and other specialist approaches;
 - To assist in maintaining children and young people to be able to regulate in school;
 - To work with the teacher in maintaining a safe environment including dealing with accidents, incidents, emergencies and illness;
 - To assist with feeding, toileting, personal hygiene and significant personal tasks to support the dignity, safety and wellbeing of children / young people;

- To be aware of their role in the accordance with the Shetland Inter Agency Child Protection Procedures;
- To communicate in a professional, courteous and respectful manner and adhere to strict confidentiality guidelines;
- To handle small sums of money on occasional basis;
- To undertake training as required in any of the following areas: moving and handling, understanding of specific conditions, safety intervention training, understanding of medical and dietary requirements, Makaton and alternative communication, ICT, literacy resources;

From time to time, the Council may require the post holder to undertake duties outside those specified.

PERSON SPECIFICATION

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This person specification describes the values and attributes of a suitable candidate for our role. Through the recruitment and selection process, we shall be looking for evidence that you understand, share and can demonstrate our values and possess the essential attributes.

Our Values

In Shetland Islands Council, **excellent service** is at the heart of everything we do. We provide **excellent service** by **taking personal responsibility** and **working well together**. We demonstrate this by;

1. Providing an excellent level of service, by making sure we understand, meet and manage our service users' needs.
2. Having a positive attitude and taking our responsibilities as employees of the council seriously. Working in an open and honest way, reflecting on our performance and looking for opportunities to improve and develop.
3. Demonstrating a positive attitude by being open-minded, fair, respectful, trustworthy and honest.

For more detailed information on the Council's values, please visit the Shetland Islands Council's website and search for 'Our Values'.

Additional post specific attributes are set out below;

	ESSENTIAL	DESIRABLE
<u>Personal features/ qualities</u>	Interest and enthusiasm for working with children and young people	
	Positive and non-judgemental attitude	
	Good interpersonal and communication skills	
	Child-centred, caring and nurturing approach	
	Adaptable and patient	
	Ability to maintain confidentiality	

Personal resilience and the ability to cope in very challenging situations on a frequent basis.

Physically fit to support children and young people with complex additional support needs.

Relevant experience

Relevant experience of working with children/young people in a formal setting e.g. nursing, social care or community/youth work, including children with additional support needs.

Classroom experience in nursery / primary / secondary

Education

Possession of a relevant qualification at SCQF level 6 e.g. Professional Development Award (PDA) in Education Support Assistance

ASN qualification

First Aid qualification

Moving and handling training

Skills, abilities and knowledge

Good organisational skills including record keeping and ability to prepare resources

Basic knowledge and understanding of child development and how children learn

Ability to work in demanding and challenging circumstances

Familiarity with specialist technological equipment

Ability to work unsupervised

Familiarity with physiotherapy equipment

Ability to follow instructions and to use own initiative

Specific skills related to ASN and inclusive practice e.g. relevant sign language

Ability to work flexibly and adaptable

Good ICT skills

Good timekeeping

Allowances: Distant Islands Allowance

Evaluated Grade: H

Date of Evaluation: 06-05-25

Category: Learning & School Support

PVG Membership: Children

Disclosure Check:

Pre-Employment Medical Questionnaire: -

Date of Last Amendment: 29-05-2025