Employment Package

Salary: £23,368 - £24,359 Per Annum, Pro Rata

Distant Islands Allowance: £2,523 Per Annum, Pro Rata

Weekly Working Hours: Various

Duration: Fixed Term

Employee Benefits

- 35 days annual leave, increasing to 40 days after 5 years, inclusive of Public Holidays (pro rata)
- Local Government Pension Scheme
- Generous Maternity, Paternity and Sick pay benefits
- Comprehensive induction
- Employee Assistance Programme

We are a Living Wage Employer

Support for Learning Assistant Western Isles Schools & Nurseries

Job Purpose

Providing support in schools / pre-schools and other education settings for children and young people with additional support needs (ASN).

COMHAIRLE NAN EILEAN SIAR

Job Description

Job Title:	Support for Learning Assistant	**Job Number:**	Various
Department:	Education & Children's Services	**Grade:**	D
Location:	Western Isles Schools & Nurseries	**Date:**	2026
Responsible To:	Chief Officer for Education & Children's Services; in the first instance to the Head Teacher		

Job Purpose

Providing support in schools / pre-schools and other education settings for children and young people with additional support needs (ASN).

Duties

Duties will vary in the different provisions depending on the needs of the children or young people involved, but they could include
the following:

To provide support for pupils with additional support needs
To assist teaching staff to meet education, personal care and welfare needs
To undertake playground/ lunchtime supervision
To support the inclusion of all pupils in the setting
To encourage pupil independence
To be aware of their role in safeguarding children and young people
To support health and well-being and follow the Getting It Right For Every Child (GIRFEC) approach
To assist with transport
To attend training as required

Support Learning and Teaching Activities

1. Work in mainstream classes, assisting the teacher to support specific pupils or groups of pupils with classroom routines and accessing the curriculum.

2. Working with small groups of pupils or individual pupils as directed by the teacher, tutor or play leader.

3. Assist pupils with practical activities and support in specific subject areas.

4. Assist the teacher, as part of a team, in the planning, delivery and review of activities

5. Assist the teacher in implementing the Child's Plan, Individualised Educational Programme (IEP), Co-ordinated Support plan (CSP) or Action Plan as directed

6. Assist the teacher in the implementation of therapy eg Speech and Language Therapy (SALT), Occupational Therapy (OT) or Physiotherapy programmes as directed.

Attend to the care and health needs of individual pupils with additional support needs

1. Assist pupils with mobility difficulties this could involve manual handling
2. Encourage pupil independence and assist with personal and intimate care, this may include the administration of medicines
3. Assisting in the management of children and young people with behavioural difficulties.

General Accountabilities

1. To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.
2. To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
3. As the Comhairle is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Comhairle's Risk Management Policy.
4. To comply with the Comhairle's Equal Opportunity Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.
5. To keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate and required for the effective performance of the duties of the post.
6. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.

COMHAIRLE NAN EILEAN SIAR
Person Specification

THIS FORM LISTS THE ESSENTIAL AND DESIRABLE CRITERIA REQUIRED. APPLICANTS WILL BE LEETED ON THE BASIS OF MEETING THE CRITERIA. PLEASE ENSURE YOU COMPLETE YOUR APPLICATION FORM CONSIDERING THE CRITERIA BELOW.

POST TITLE: Support for Learning Assistant **POST NUMBER:** Various

CRITERIA		ESSENTIAL		DESIRABLE
Knowledge	E1	Understanding of the basic needs of children.		
Skills and Abilities	E2	Patience with a flexible, open and caring approach.	D1	Communicative ability in Gaelic or other international languages.
	E3	Ability to relate well to children, young people and adults and communicate at all levels.	D2	ICT skills.
	E4	Ability to co-operate with others and work effectively as a member of a team and provide support to professional colleagues.	D3	A keen interest in Child development.
	E5	Ability to work independently and use initiative.		
	E6	Ability to remain calm under pressure and to be solution focused when presented with challenges.		
Education and Experience	E7	Experience of working with children in a caring and supportive environment either as a parent, or in a voluntary or professional capacity.	D4	Relevant post-school education.
			D5	Experience of children with additional support needs.
	E8	Educated to National 4/Standard Grade 4 level or equivalent and/or a demonstrable understanding of English and Arithmetic.	D6	Experience of working in an educational setting.
			D7	SSSC registered.
Other Factors	E9	Requirement to exercise confidentiality at all times.	D8	Ability to work at short notice.
	E10	Flexible and adaptable to the changing needs of the service.	D9	Own Transport.
	E11	A commitment to ongoing professional development.		
	E12	Willingness to work with pupils who have significant needs and/ or a willingness to participate in CPD to develop the skills required to undertake the tasks in relation to supporting pupils with high levels of need.		