

JOB PROFILE

Post Title: Learning Support Worker (G)

Post No: Various

To support the care, welfare 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 either within a department, within a mainstream class or within an early learning and childcare (ELC) setting. They may be asked to work alongside, or with specific guidance from, any teacher within a school. Work around an individual child may be based on an individualised education programme (IEP). This programme is followed by all staff working with the child/young person and may involve working with other professionals and therapists e.g. Speech and Language Therapist, Occupational Therapist, Physiotherapist, Educational Psychologist, members of the Educational Outreach Service, 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;
- 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 supervise children/young people participating in activities in and out of school;
- To assist in the implementation of therapy and other specialist approaches;
- To assist in maintaining acceptable levels of behaviour on the instructions of appropriate staff;
- To work with the teacher in maintaining a safe environment including dealing with accidents, emergencies and illness;
- To be aware of their role in the accordance with the Inter Agency Child Protection Procedures and health and safety policies and guidelines;
- To communicate in a professional, courteous and respectful manner and adhere to strict confidentiality guidelines;

- To handle small sums of money on an occasional basis;
- To participate in regular supervision and work related meetings;
- To undertake training as required in any of the following areas: physical intervention, moving and handling, understanding of specific conditions, understanding of medical and dietary requirements, alternative methods of communication, ICT, resources to assist with accessibility to the curriculum or any other relevant training identified through supervision or employee review and development;

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

PERSON SPECIFICATION

Post Title: Learning Support Worker (G)

Post No: Various

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	
<u>Relevant experience</u>	Relevant experience of working with children/young people in a	Classroom experience in nursery / primary / secondary

formal setting e.g. nursing, social care or community/youth work

Experience of children / young people with ASN

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

If working in an ELC setting you must be registered with the SSSC as a Support Worker in a day care of children service without a condition relating to qualifications and maintain registration throughout employment

Skills, abilities and knowledge

ESSENTIAL

Good organisational skills including record keeping and ability to prepare resources

Ability to work in demanding circumstances

Ability to work unsupervised

Ability to follow instructions and to use own initiative

Ability to work flexibly

Good ICT skills

DESIRABLE

Basic knowledge and understanding of child development and how children learn

Familiarity with specialist technological equipment

Familiarity with physiotherapy equipment

Specific skills related to ASN and inclusive practice e.g. knowledge of British sign language

Allowances: Distant Islands Allowance

Evaluated Grade: G

Date of Evaluation: 27/07/2009

PVG Membership: C

Disclosure Check: N

Date of Last Amendment: 10/12/2019