

JOB PROFILE

Post Title: **Learning Support Worker (F)**

Post No: **Various**

To assist in the management and education of children and young people with additional support needs (ASN).

A Learning Support Worker may be asked to work with any child or group of children either within a department or within a mainstream class. 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 follow instructions regarding the implementation of individual education programmes (IEP);
- To work closely with the teacher to evaluate tasks as set in the IEP and keep notes;
- To assist in the delivery of a quality curriculum in a mainstream setting where a child / young person is included;
- To support 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 and in line with school policy and guidelines;
- To work with the teacher in maintaining a safe environment including dealing with accidents, emergencies and illness;
- To assist with feeding, toileting and personal hygiene tasks of children / young people;
- To be aware of their role in the accordance with the Inter Agency Child Protection Procedures;
- 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, 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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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>	Good interpersonal and communication skills. Child-centred approach. Adaptable and patient. Ability to maintain confidentiality.	
<u>Relevant Experience</u>	Relevant experience of working with children in a formal setting – e.g. nursing, social care or community/youth work.	Experience of children / young people with ASN.

Education

A relevant qualification at SCQF level 4 e.g. National 4, Standard Grade at general level

Some other relevant training / qualifications e.g. in First Aid, moving and handling training.

Skills, Abilities and Knowledge

Good organisational skills including record keeping and ability to prepare resources.

Ability to follow instructions and work on own initiative.

Ability to work in demanding circumstances.

Ability to work flexibly.

ICT skills.

Allowances: Distant Islands Allowance
Evaluated Grade: F
Date of Evaluation: 27/07/2009
PVG Membership: C
Disclosure Check: N
Date of Last Amendment: 23/01/2017