

JOB OUTLINE	
JOB TITLE: Additional Support Needs Auxiliary	JET CODE: H408
DIVISION: Resources and People Services	
SERVICE/BUSINESS UNIT: Education	
REPORTING TO: Head Teacher	
RESPONSIBLE FOR: None	
JOB PURPOSE: To provide care and assistance to individuals and small groups of pupils with additional support needs.	
MAIN DUTIES: Deal with the personal, physical, medical and nutritional needs of children. Provide support to pupils to achieve targets (all areas of the curriculum) as set by the class teacher. Work with individual and small groups of pupils with class assignments. Work with pupils to carry out individualised Education Plans developed in conjunction with teachers and therapists. Assist with the preparation of classroom materials. Develop a knowledge and awareness of individual clients and their capabilities and highlight any issues which will assist in the annual review procedures. Provide appropriate praise and encouragement to pupils. Supervise in class and out of class activities. Accompany pupils on educational visits. Any other appropriate duties, as requested by Management, commensurate with the grade for the post.	

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

Desirable: Qualification/Training in working with children with additional support needs.
First Aid Qualification.

Disclosure Scotland:

This role requires **PVG clearance** for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

Scottish Social Services Council:

NURSERY ONLY: SSSC registration is an essential requirement of this role. If you are appointed and are not already a member of the relevant section of the SSSC Register, you will be required to apply for registration within 3 months of your start date to ensure that you are registered within the required 6 months.

PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	Good standard of general education. This role requires PVG clearance for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be required prior to commencement. <u>NURSERY ONLY:</u> SSSC registration is an essential requirement of this role. If you are appointed and are not already a member of the relevant section of the SSSC Register, you will be required to apply for registration within 3 months of your start date to ensure that you are registered within the required 6 months.	Qualification/training in working with children with additional support needs. First Aid Qualification. Successful completion of safe lifting and handling training.
Previous Experience (Paid & Voluntary Work)	Experience of working with, or caring for, children with additional support needs.	Nursing/care experience. Experience of attending to the personal care needs of individual pupils. Experience of working with children or young people who have severe/complex needs.
Knowledge/ Skills /Competencies	Ability to respond to the individual and group needs of children in a range of situations. Basic training/knowledge of First Aid. Numeracy and literacy skills. Effective verbal and written communication skills. Effective organisational and time management skills.	

Personal Qualities	Ability to work on own initiative and as part of a team. Ability to maintain confidentiality relating sensitive or personal matters. Ability to work without close supervision. Ability to work flexibly as part of a team.	
Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	