JOB PROFILE

Post Title: Learning Support Assistant (D)

Post No: Various

Under the direction of the Head Teacher, the Learning Support Assistant is expected to support the delivery of high quality primary education and learning which effectively meets the needs of children.

The main duties of the Learning Support Assistant are:-

- To support and work closely with the teacher in delivering a quality curriculum, linked to local and national guidelines;
- To work closely with the teacher in implementing the planned learning experiences, including taking groups for specific activities, and supporting the children's development and learning;
- To help set up and organise active learning within the classroom and central areas;
- To prepare and organise resources to be used in learning and teaching activities;
- To work closely with the teacher in setting up displays to stimulate children's learning and interest;
- To work closely with the teacher to observe individual children and keep appropriate notes;
- To participate in school outings, adhering to health and safety guidelines;
- To be aware of their role in accordance with the Inter Agency Child Protection Procedures;
- To work with the teacher in maintaining a safe environment including dealing with accidents, emergencies and illness;
- To work closely with the teacher in promoting and supporting inclusion for children;
- To work with the teacher in promoting positive behaviour within school policy and guidelines;
- To handle cash e.g. dinner money.
- To make use of ICT when promoting and supporting inclusion for children/young people

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

PERSON SPECIFICATION

Post Title: Learning Support Assistant (D)

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**
Personal Features/Qualities	Good interpersonal and communication skills. Ability to maintain confidentiality. Sensitivity to the needs of others. Ability to relate well to young people. Good organisational skills.	Good observation skills.
Relevant Experience	Relevant experience of working with children.	Experience of working with young children in a formal setting.
Education	A relevant qualification at SCQF level 4 e.g. National 4, Standard	

	Grades at general level	
Skills, Abilities and Knowledge	Ability to support children in their learning activities. Ability to prepare resources for use in class, as directed. Ability to prepare educational activities, as directed. Ability to participate in educational activities, including group activities.	Ability to display creative skills e.g. model making, etc.

Evaluated Grade: D
Date of Evaluation: 27/07/2009
PVG Membership: C
Disclosure Check: N
Date of Last Amendment: 23/01/2017