COMHAIRLE NAN EILEAN SIAR

JOB DESCRIPTION

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

Job Purpose

Providing itinerant support across 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 and young people involved, but they could include the following:

1. To provide support for children and young people with additional support needs
2. To work under the direction of teaching staff and other relevant professionals in supporting children and young people across education settings
3. To assist teaching staff to meet education, personal care and welfare needs
4. To undertake playground/ lunchtime supervision
5. To support the inclusion of all children and young people in the setting
6. To encourage independence among children and young people
7. To understand and fulfil your responsibilities for safeguarding children and young people
8. To support health and well-being and follow the Getting It Right For Every Child (GIRFEC) approach
9. To assist with transport
10. To attend training as required

Support Learning and Teaching Activities

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

2. Working with small groups of children and young people or individual children and young people as directed

3. Assist children and young people 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 children and young people with additional support needs

1. Assist children and young people with mobility difficulties this could involve manual handling

2. Encourage independence among children and young people 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 compliance with Standing Orders and Financial Regulations of the Comhairle.
3. 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.
4. 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.
5. To comply with the Comhairle's Equal Opportunity Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.
6. 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.
7. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.



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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.

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

	E12. A commitment to ongoing professional development. E13. Willingness to work with children and young people 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 children and young people with high levels of need. E14. Full Driving Licence.	