Recruitment Profile

Post number	10970
Position title	Paraprofessional
Grade	8A
Department	People
Location	East locality
Salary/Rate of Pay	£38,400.70 - £41,667.44 per annum
Hours of work	35
Weeks per year	52.1428
Number of staff responsible for	None
Reports to post number	Morag McConnell
Registration requirements	None
Drivers Licence required	A current driving licence and use of a vehicle is an essential requirement of this post. * If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role. Category B
Contract status	Permanent
Contract end date	
Reason for temporary vacancy	
Disclosure status	PVG Adults
Political restrictions	No
Role profile number	SC 6A
Business World post status	Permanent
Work pattern	Monday to Friday
Vacancy number	SBO10540
Closing date	26/11/2026

Role purpose
To provide an assessment and care management service and frontline duty response to a range of community care service users with appropriate support and guidance from qualified professionals, such as Social Workers, Occupational Therapists and/or Nurses. To provide individual support to service users and carers in accordance with the relevant legislation. To deliver the services in accordance with current legislation and council policies, procedures and standards.

Person specification		
Criteria	**Essential**	**Desirable**
Education, qualifications and training	HNC in Social Care & Health or equivalent studies, and full SVQ3 in Care or equivalent. Experienced applicants will be considered, where there is evidence, and agreement to complete relevant qualification within 2 years from appointment.	Experience working in an integrated Social care and Health team.

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Skills, knowledge and competences	Ability to work within a statutory framework. Experience of outcomes focussed approach to assessment. Excellent interpersonal skills. Clear value base which includes an understanding of non-stigmatising and non-discriminatory practice. An awareness of issues which relate to older people, adults with disabilities, mental health, people at risk of harm and those at risk of social exclusion. Negotiation skills and an ability to work in partnership with service users, carers, colleagues and other agencies. Experience of risk assessments. Experience of chairing and attending person-centred meetings	Understanding of the legislative framework within which we operate, in particular community care legislation and Adult Support and Protection. Some knowledge of the impact of disability and the ageing process on individuals. Some knowledge of the impact of addictions. An understanding of moving and handling issues and health and wellbeing issues in general.

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Experience	Substantial experience in assessment and care management in social care and health. Experience of analytical report writing. Experience of multi-agency working.	Previous experience of working with service users in a statutory setting. Previous experience of working in direct service delivery. Previous experience of working within Adult Services.
Other	High commitment to working with a range of community care service users. Good organisation and time management skills. Self-directing and able to work flexibly. Ability to work autonomously. Driving Licence	Commitment to own professional development.

Driving Licence - Where it is an essential requirement for this post to hold a current driving licence. Note: If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role.

HEALTH & SAFETY STATEMENTS

Ensure a suitable and sufficient standard of health, safety and welfare for employees within their Service area and that employees are not placed at risk by the work activities. This will be achieved through developing, implementation, and monitoring of health & safety policies and procedures, whilst adequately resourcing arrangements to ensure compliance with current and future legislation.

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required by the Workforce Planning & Development Manager to meet the needs and responsibilities of the Service and the Council.

Equality – Ensure that all work and outputs comply with and promotes equal opportunities and diversity.

Supervisory or Managerial posts only - Ensure that HR systems are in place for reporting management information and making recommendations for any corrective action necessary.

Equal Opportunities - Scottish Borders Council is committed to improving the diversity of its workforce to better reflect the communities we serve. We welcome applications from all minority groups and individuals who identify with one or more of the protected characteristics as defined by the Equality Act 2010. In particular from candidates who assess themselves as having a disability, under the Disability Confident Employer scheme this guarantees an interview to those individuals who meet the essential criteria of the post. All appointments will be made on merit.

Digital Innovation & Solution Focused Statement
Scottish Borders Council is committed to excellence and continuous improvement through the transformative power of digital solutions reinforcing our commitment to excellence, sustainability, enhancing our work practices and enriching our support to the community. As digital innovation evolves, our organisation is dedicated to integrating these advancements in a manner that aligns with our core values and strategic objectives.
All roles across the Council will actively seek and implement the latest digital solutions and technologies that can improve efficiency, productivity, and the quality of our services. Training will be provided, to ensure staff are proficient in utilising new technologies, fostering a culture of continuous learning and adaptability.

Please note priority will be given to staff on the deployment/redeployment list who meet the essential criteria of the post.

Please note that applicants who have received early retirement/voluntary severance from Scottish Borders Council will not be considered.

TEMPORARY POSTS
If at a later date a temporary post becomes permanent, it will be at the discretion of the Department's management team to confirm the post holder as permanent without readvertising.

PRE EMPLOYMENT CHECKS
Essential

- Confirmation of Right to Work in the UK **- (All posts)**
- Level 1/Level 2/PVG Registration Disclosure Check - ***(PVG/Disclosure posts only)***
- References - ***(All posts***)
- Confirmation of qualifications required to meet the essential criteria on the person specification **- (All posts)**

Right to Work in the UK - To ensure that you are eligible to work in the UK, we will require the following documentation:

- A Passport showing you are a British/Irish Citizen.

  OR

- A British Birth/Adoption Certificate along with an official document containing your name and permanent National Insurance number

For all other nationalities

- Settled status code

  OR

- Immigration status document, for further information visit Apply to the EU Settlement Scheme (settled and pre-settled status) - GOV.UK (www.gov.uk)

Please note that a Short Birth Certificate and a Driving Licence are not sufficient to show your entitlement to work in the UK.

OTHER DETAILS
Disclosure/PVG Registration

Under the Rehabilitation of Offenders (Exclusion and Exceptions) (Scotland) Order 2003 to the 1974 Rehabilitation of Offenders Act (ROA) Scottish Borders Council are entitled to ask "exempted questions" that require applicants for certain positions to reveal their full criminal history.

This means that all details of criminal convictions, whether they are spent or not, must be disclosed to help the recruiting manager assess the person's suitability for a position of trust.

Disclosure
These "excepted professions" are set out in the Exceptions Order and include:

- certain professions in areas such as health, pharmacy and the law;
- senior managers in banking and financial services;

PVG Registration
Certain posts are considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by Scottish Borders Council.

PVG/Disclosure Process
After the application is processed you will receive an email with a secure link to view the disclosure. You must share this with us to progress the recruitment process.

Teacher Posts in Catholic Schools
Certain posts are in a denominational school therefore candidates must seek Catholic Church approval when submitting their application for these posts. You should apply for RC Church approval at the same time as submitting your application form. Guidance and the relevant forms can be obtained at www.sces.uk.com/approval.html.

Political Restrictions
Certain posts within Scottish Borders Council will be deemed Politically Restricted. If you are appointed to such a post the Local Government Officers' (Political Restrictions) Regulations 1990 provide that your terms and conditions of employment are deemed to incorporate additional provisions set out in the Schedule to the Regulations, a copy of which can be obtained from HR. Full details of restrictions will be provided in your application pack if you are applying for a Politically Restricted post.

**** From 1 April 2026 a Scottish Local Government Living Wage Rate of £13.52 per hour has been agreed. All employees recruited on a salary/wage less than the SLGLW rate shall receive a payment additional to their salary/wage in order that they are paid at the rate of

£13.52 per hour. The additional payment shall count as pensionable earnings and be subject to deduction of tax, national insurance and pension where appropriate.