NHS SCOTLAND



The State Hospital

RECRUITMENT

a great place to work

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2. Welcome from The Chief Executive

Dear Applicant

Many thanks for taking an interest in joining the State Hospital.

The State Hospitals Board is very much an integral part of NHSScotland and one of eight National Boards providing specialist services. It has a unique function in Scotland of providing high quality forensic mental health assessment, care, treatment and rehabilitation for patients who require a high secure environment. The Hospital has 140 beds and admits patients from Scotland and Northern Ireland. It is based in South Lanarkshire and has an annual revenue budget of approximately £35m.

The Hospital was completely rebuilt in 2011 and provides modern person-centred facilities which are fit-for-purpose. The Board is committed to fostering a forward-looking and "can do" organisational culture. We ensure that a focus on continuous improvement underpins all of our activities, and that our working environment is one which values and supports educational and staff development opportunities.

Our employees will adopt and demonstrate our values, and as part of a successful team, will tackle new challenges and be responsible for the continued development of the State Hospital's reputation as an employer of choice through success and progress in Staff Governance, Engagement, Employee Wellbeing, Workforce Planning and Staff Development.

Enclosed with this job pack you will find a range of information which I hope you will find interesting and clear. However, if this does not answer all the questions which you might have and you would like to find out more, please contact the Human Resources team or the individual named within the job advert for an informal chat.

I do hope that you will feel able to apply and look forward to receiving your application.

With best wishes



Gary Jenkins
Chief Executive
The State Hospitals Board for Scotland



2. Our Vision and NHS Scotland Values

Our Vision

"To be a leader in delivering relationally informed, person-centred, high-secure mental health care that enables recovery whilst ensuring the safety and wellbeing of staff, patients, and the public."

Our Values

- Care and compassion.
- Dignity and respect.
- Openness, honesty and responsibility.
- Quality and teamwork.

Embedding these values in everything we do will help to make our vision a reality. In practice, we need to:

- Demonstrate our values in the way we work and treat each other.
- Use our values to guide the decisions we take.
- Identify and deal with behaviours that don't live up to our expectations.
- Be responsible for the way we work and not just the work we do.



Our Mission

"To assess and treat major mental disorders in a secure and person-centred care environment that manages risks, supports recovery, rehabilitation and onward progression."





3. About the State Hospital and working with us

The State Hospital is the only special security psychiatric hospital covering Scotland and Northern Ireland. Employing around 680 staff, the hospital is located in Lanarkshire in Central Scotland, midway between the cities of Edinburgh and Glasgow.

Patients are treated in accommodation appropriate to their needs and in an environment that supports rehabilitation.

There are 140 high-secure beds (plus four beds for emergency use) for male patients requiring maximum secure care: 12 beds specifically for patients with an intellectual disability. Additionally, the dedicated women's service has a capacity to care for up to six females. Wards take the form of four units (hubs and clusters) with each unit comprising three 12-bedded areas (i.e. 36 beds per hub).

Assessment, treatment and care is provided in conditions of special security for individuals with mental disorder who, because of their dangerous, violent or criminal propensities, cannot be cared for in any other setting.

The main aim is to rehabilitate patients, ensuring safe transfer to appropriate lower levels of security. The Forensic Mental Health Services Managed Care Network (Forensic Network) is hosted by the State Hospital, and good partnership working is in place across the Forensic Network to ensure patients are transferred as required.



A safe and secure environment is essential for effective treatment and staff support. Long-term safety is achieved through a balance of:

- Relational security: therapeutic engagement and understanding of patients.
- Physical security: awareness of individual and collective risk.
- Procedural security: robust policies and protocols.

The hospital's critical success factors include:

- Enhancing patient outcomes through quality clinical care.
- Continuously reviewing security measures to reduce risk and ensure resilience.
- Listening to patients, carers, and stakeholders.
- Fostering staff wellbeing and engagement through strong partnerships.
- Ensuring financial sustainability and value for money.

Transparency and accountability are core commitments. Staff demonstrate exceptional dedication and compassion in a challenging environment, caring for individuals who are often misunderstood by society.

Core Benefits

Staff Pay & Benefits

- Minimum of 202.5 hours paid annual leave per year (for full timers) which rises after five and 10 years of NHS service, plus bank holidays.
- Pay enhancements for unsocial hours.
- Environmental and clinical allowances.
- Automatic membership to the NHS Pension Scheme - one of the most generous pension schemes in the UK.
- Security of employment, with a policy of no compulsory redundancy.
- Electric Car Charging.
- NHS Credit Union.
- Access to NHS Discounts via Blue Light Card.

Health & Wellbeing

- Onsite gym.
- Staff Wellbeing Centre.
- Dedicated in-house Occupational Health Service and Wellbeing team to support health at work.
- Fast track Physiotherapy sessions.
- Access to counselling services.





Family Friendly

- Family friendly working policies.
- Paid and unpaid parental leave to support staff in bringing-up their families.
- Wide range of flexible working options to support parents and carers.

Career Development

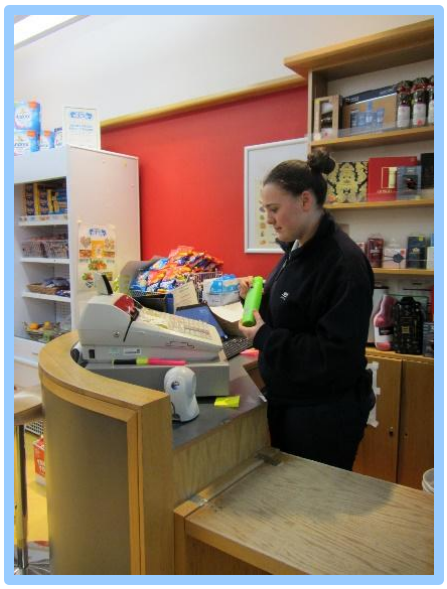
- Excellent learning, training, and development opportunities to support both career progression and professional growth

i Matter

You Matter, Everyone Matters

4. The Recruitment Process

Selecting the correct person for each role is important to our patients, staff, carers, volunteers, and members of the public who rely on the services we provide. Within the State Hospital the recruitment process is made up of four key stages. Together, they help us to review your application and make decisions about your overall suitability for the advertised role.



Your application

To apply for a vacancy, you need to complete an online application form. It includes a set of questions to guarantee consistency and fairness for everyone. This ensures we get specific answers to the questions we have asked, which we may not otherwise get from your CV.

The job description, person specification and the questions on the application form will tell you exactly what information we are looking for. This makes it easy for you to match your skills, experience, and qualifications to the role.

Top tips for completing your NHSScotland job application

Once you have found a vacancy you would like to apply for, follow these simple tips to guide you through the application process:

- Read the job application pack - this includes the job description and person specification. What skills and experience are required? What examples can you provide to demonstrate them?
- Take time to prepare your information - if you have a CV, refer to it for important dates, examples of work experience, your skills, abilities and qualifications.
- Follow the instructions on the application form - complete all the required information and do not rush - you can easily make mistakes, forget important information and give the impression that you are not really interested in the job.
- Make a note of the closing date. Make sure you leave yourself enough time to complete the form. We may close the vacancy early if there is a high number of applications, so please complete your application as soon as you can. Applications received after the closing date cannot be accepted.



Application shortlisting

As soon as the vacancy closing date has passed, applications are shortlisted by a recruitment panel. They review applications against the criteria for the post outlined in the job description and person specification. All applications are reviewed using the same criteria.



Interviews

If you are successful after shortlisting, you will be invited to an interview. Now you need to start thinking about preparing for your interview, the kind of questions you could be asked, and how to impress the interviewers on the day.

At an NHSScotland interview, it is essential to show:

- Why you want to work for us.
- Why a role in healthcare is suitable for you.
- What kind of person you are.
- The skills and strengths you already have.
- The skills you are developing.

For some roles, it may be appropriate for you to complete a practical activity such as a short assessment or to deliver a presentation. If you need to do this, full details will be provided when you are invited to interview.

After your interview

Once all interviews have been completed, the preferred candidate will receive a provisional offer of employment, subject to satisfactory pre-employment checks.

Young workers

The State Hospital is a high secure hospital and the current organisational position based on a risk assessment is that we welcome applications from people under the age of 18 for non-clinical roles. To work in a clinical role applicants should be 18 years and older.

Verification of identity

Before you start work with us, we must confirm that your identity is genuine - relates to a real person and is being used legally. This check is carried out on every potential new employee.

Occupational health

Pre-employment medical screening is required. You will receive a paper form to complete, which must be signed and returned as instructed.

References

We need to check at least three years of previous employment or training history. We also require a minimum of two references, including your current or most recent manager / employer. Please make sure your referees have agreed to provide a reference.

Qualifications and professional registration

Original relevant educational certificates and verification of registration are required.

Background checks

All roles within the State Hospital require membership in the Protecting Vulnerable Groups (PVG) scheme. As part of the recruitment process, we will carry out a criminal record check in line with PVG scheme requirements.

Mandatory Prevention and Management of Violence and Aggression (PMVA) training

As Scotland's only high secure hospital, the State Hospital requires all staff to complete Prevention and Management of Violence and Aggression (PMVA) training. This is due to the nature of the environment, where there is a potential risk of exposure to incidents involving violence or aggression.

PMVA training includes physical elements, and therefore a reasonable level of physical fitness is necessary to participate safely and effectively. In accordance with the Equality Act 2010, reasonable adjustments will be considered where appropriate.

If you are offered a position with the State Hospital, you will be asked to complete a pre-employment health questionnaire, which will be reviewed by our Occupational Health Service. It is important that you complete this questionnaire accurately to ensure your fitness for the training can be assessed and any necessary support or adjustments can be arranged in good time.

You need to be able to successfully complete the PMVA training to work at the State Hospital. If you are not able to do this, you will be managed supportively and in line with the NHSScotland Capability Policy.

If you have any questions or require further information, please contact: tsh.jobs@nhs.scot

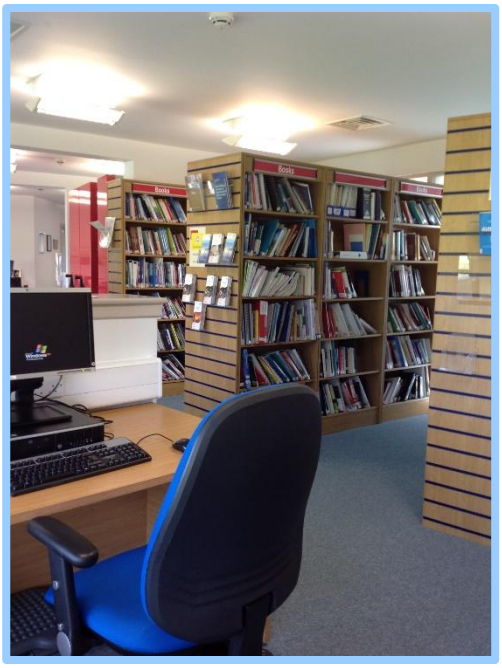
Return documentation timely

To avoid any delays in your employment with us, it is essential that you promptly return the Occupational Health Service questionnaire, provide reference information, and complete your PVG application.

If any of these pre-employment checks provide an unsatisfactory result, the provisional offer of employment may be withdrawn.

5. How to Apply

All applications should be submitted via our online recruitment system ‘JobTrain’.



If this is the first time you have applied for a State Hospital vacancy via our online system, you will be asked to create an account. You can do this via an email address or social media account. Please ensure the email address submitted is correct as this will be our primary method of contact.

If you are registering as a new candidate, you will be able to upload your CV. This is used to help pre-populate some areas of your application form. We do not accept CVs in addition to or instead of a completed application form. Your CV will not be visible to the panel at any stage.

If you are a returning candidate, you will be asked if you wish to copy your application from a previous post. If you wish to do this, simply select the application you wish to copy from and from there you can edit or update the information as necessary.





6. Post Details

If you have any queries or require assistance regarding the application form or recruitment process, please contact the HR Team at tsh.jobs@nhs.scot to discuss your requirements.

Vacancy Reference Number	266228
Job Title	Education and Learning Officer
Grade	Band 5
Salary	£34,544 to £43,039 per annum plus High Secure Environmental Allowance of £1,818.72 per annum (pro rata) and a High Secure Clinical Responsibility Allowance of £4,365.11 per annum (pro rata)
Type of Work	Clinical
Hours	36 hours per week
Contract Duration	Permanent

Closing Date	11.59pm on 10th December 2026

The email address you supply on your online application will be used for correspondence relating to this vacancy, therefore please ensure you check your Junk / Spam folders on a regular basis.

7. Job Description

THE STATE HOSPITALS BOARD FOR SCOTLAND
JOB DESCRIPTION

Education & Learning Officer

1. JOB IDENTIFICATION	
Job Title:	Education & Learning Officer
Responsible to	Charge Nurse/Patient Learning Manager
Department(s):	Patient Learning Centre, Skye Centre
Directorate:	Nursing, AHP and Operations
Operating Division:	The State Hospitals Board for Scotland
Job Reference:	SCO23/SCo23/Sco7/TSHAHPOTa
Last Update:	15 September 2026

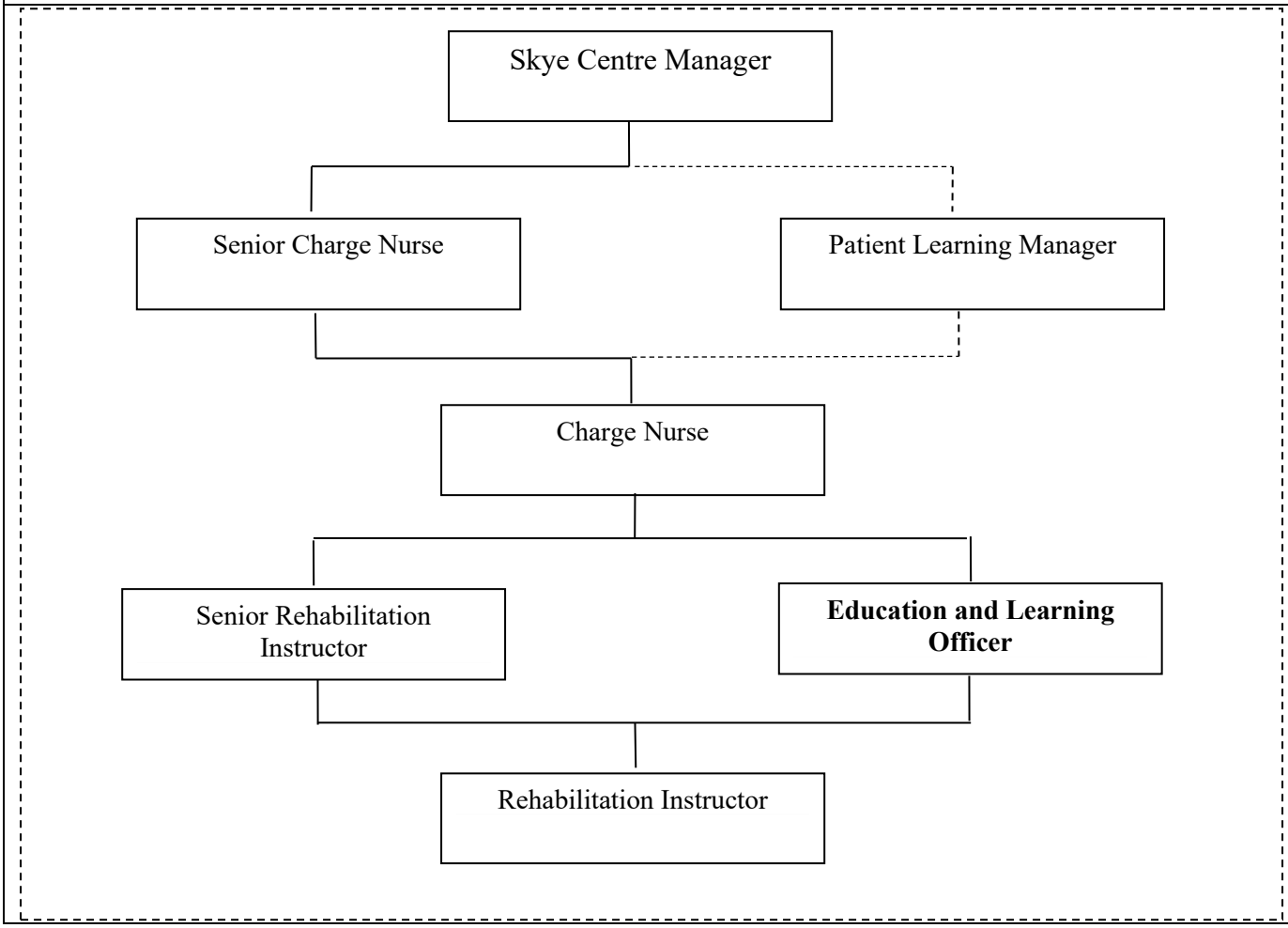
2. JOB PURPOSE

- To support the Patient Learning Manager in leading the delivery of specialist educational and learning activities for patients within the Patient Learning Centre in line with the Patient Learning Strategy.
- To assist in the development and planning of accredited learning programmes, to support curriculum expansion and ensure programmes are delivered in accordance with accreditation body requirements and quality assurance standards.
- To engage patients in educational and therapeutic activities in line with patients' care and treatment plan objectives and personal aspirations. This will include identifying individual patient learning needs and goals through a learner centred approach.
- To lead and provide support to rehabilitation instructors and volunteers within the Patient Learning Centre including providing supervision and guidance on the planning of patient learning activities and professional development.
- To assist the Patient Learning Manager in providing support and specialist advice on education and learning to all staff groups involved in developing and delivery of accredited learning programmes (e.g. Skye centre activity centres, psychological therapies, occupational therapy, librarian, etc).
- To work collaboratively with other disciplines and activity centres to deliver a flexible service across the Skye Centre and Hubs within the hospital as required.

3. DIMENSIONS

- Patient numbers: 140
- Direct care of a group of patients within the Patient Learning Centre. This can be up to 20 patients attending on a sessional basis. The number of patients can be greater than 20 at larger functions.
- Provide day-to-day supervision, instruction and support to new and junior staff, and external visitors (e.g. band 3 and 4 staff, students, volunteers, service providers etc) within the Patient Learning Centre or other areas within the Skye Centre.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

The Skye Centre offers a wide range of therapeutic, vocational, educational, recreational and off ward activities to meet patient's short and long-term needs. There are a range of activity centres – arts & crafts, gardens & animal therapy, patient learning centre and sports & fitness. Other services offered to patients include: health centre, banking, shop, library, hairdresser, café, spiritual and pastoral care, and advocacy services.

The role of the Patient Learning Centre is to facilitate patient access to quality learning opportunities that support personal growth and achievement in line with patient care needs and the national *Lifelong Learning Strategy.* A key aim is to promote learning as an integral part of the patient experience within the hospital.

6. KEY RESULT AREAS

Patient Learning Centre

1. To coordinate and plan activities within the Patient Learning Centre, in conjunction with the Charge Nurse, to maximise opportunities for learning and ensure that resources are used effectively and efficiently for all patient activities (e.g. planning learning activities, ensuring equality of opportunity for all patient groups, providing safe and supportive environment for learning, managing equipment and material levels etc).

2. To deliver a range of accredited learning programmes/courses within the Patient Learning Centre incorporating different learning approaches including one-to-one support, group learning, distance learning across a variety of levels and qualifications (e.g Qualifications Scotland qualifications such as core skills, vocational and work-based units; computing/IT qualifications; personal and social skills development; Open University courses etc).

3. To deliver structured induction programmes for new referrals to the Patient Learning Centre and for each learning programme undertaken (e.g. carry out skills assessments, information and guidance sessions, taster sessions, initial assessments and ILP/goal setting activities, planning of learning etc).

4. To identify learning needs and develop individual programmes to support and enable patients to undertake learning and educational activities in line with care and treatment plan objectives, taking into consideration special need requirements. This will involve planning learning activities and sessions to meet individual patient needs and abilities and carrying out ongoing reviews of progress and attainment.

5. To assist the Patient Learning Manager in the development and implementation of new learning programmes, resources and learning materials to support curriculum expansion and to reflect updates/changes to approved national qualifications. This will include providing relevant learning materials, assessment paperwork and lesson planning to assist in obtaining awarding body approval to deliver nationally certificated modules, units, VQs, etc, and ensuring compliance with awarding body quality assurance standards and centre requirements.

6. To ensure all registration, induction, learning and assessment paperwork and processes are carried out in line with centre procedures (e.g. providing relevant information to the learning and development team to register and certificate for externally accredited programmes; completing induction checklists, learning plans and reviews; completing assessment and recording of evidence for modules etc).

7. To prepare, plan and carry out formal assessments and examinations for patients enrolled on accredited learning within the Patient Learning Centre in accordance with awarding body requirements and quality assurance standards (e.g. Qualifications Scotland modules, ICDL – British Computing Society, Open University courses etc). This will include assessing coursework to

Qualifications Scotland standards and submitting assessments for internal verification in line with quality assurance processes.

8. To assist in the monitoring and implementation of quality assurance systems and procedures relating to programme delivery in line with awarding body requirements (e.g. Qualifications Scotland, British Computer Society, Open University etc). This will include assisting in undertaking audits to measure and evaluate quality and effectiveness of service provision (e.g. course evaluations, learner surveys).

9. To work collaboratively with different staff groups (e.g. Skye Centre staff, nursing, occupational therapies, psychology, PCI team etc) across the hospital, promoting multi-disciplinary working, in line with the clinical model, to maximise learning opportunities for patients and promoting integration of learning within care and treatment plan objectives.

10. To liaise with relevant external organisations (e.g. Scottish prison service, local authority, examination bodies, voluntary organisations etc) as required.

11. Responsible on a daily basis to ensure that the range of equipment within the Patient Learning Centre is maintained and software/programmes are available to facilitate learning. This includes liaising with IT Helpdesk and suppliers to order ICT consumables where necessary, to ensure all equipment is in optimum working order and in accordance with health and safety regulations.

12. To assist in the development and maintenance of spreadsheet and database systems relating to patient learning activities and KPI's, in conjunction with the Charge Nurse, to enable effective monitoring and reporting on all aspects of patient learning activities. To input data, compile statistics and produce information on patient learning as required by the Patient Learning Manager and Skye Centre Service.

13. To assist the Patient Learning Manager in providing support and specialist advice on adult learning to all staff groups involved in the development and delivery of accredited learning.

14. To lead and provide support to rehabilitation instructors and volunteers within the Patient Learning Centre including providing supervision and guidance on the planning and delivery of patient learning activities and professional development.

15. To take a lead role in promoting and marketing the Patient Learning Centre services and learning opportunities (e.g. producing promotional materials on programmes available, running promotional events, recognising patient achievements through award ceremonies, providing regular information to clinical teams on achievements and courses available etc).

16. To undertake specific duties and projects as directed by the Patient Learning Manager and Charge Nurse.

General

17. The post holder is expected to be flexible and work across all Activity Centres as and when staff resourcing requires this.

18. To informally assess patients during activities and general interactions/observations (e.g. observing and assessing concentration, mental state, communication and interactions with others, behaviour, motivation and progress with specific work tasks, etc). Undertake specific delegated assessment activities on individual patients as agreed with the Charge Nurse and/or clinical teams in accordance with local policies, procedures and individual care plans.

19. To complete assessment records for patients in conjunction with the Charge Nurse. Where required, produce and present narrative reports for assessment outcomes at various forums (e.g. departmental meetings, clinical meetings, case reviews etc).

20. Maintain records of patient activities that are undertaken in accordance to local policies and procedures (e.g. recording KPI's, updating individual care plans, updating patient progress on RIO, recording adverse incidents on InPhase etc).

21. To participate in patients recreation and social events as part of their continuing care at the hospital.

22. Contribute to reviewing service developments within the Patient Learning Centre and wider Skye Centre in conjunction with the Patient Learning Manager and the Charge Nurse. Take a lead role in identifying improvements and service developments and implementation of agreed actions (e.g. in response to feedback, patient learning strategy developments, changes in technology, availability of new qualifications, research and best practice etc).

23. Participate in team and wider service meetings as appropriate. Take a lead role in putting forward ideas to improve own practice and overall service delivery.

24. To ensure that hospital policies and procedures are understood and adhered to at all times within the Patient Learning Centre and wider Skye Centre i.e. Health & Safety, Security and Clinical.

25. Promptly report any concerns to the Charge Nurse/Patient Learning Manager in relation to patients (e.g. observed changes in the patient's physical or mental state) or health, safety or security risks within the Skye Centre (e.g. accidents, incidents or near misses).

7a. EQUIPMENT AND MACHINERY

The Postholder will be required to use the following equipment:-

PC/computer, laptop, projector, printer, phone, fax, photocopier, scanner, audio visual equipment, laminator, binder, digital camera, security radios, security swipe card system, building security alarm.

The post holder is also required to set up equipment for use by other users (e.g. computers, laptops, projectors).

Moving and handling equipment to assist patient mobility (eg wheel chairs).

7b. SYSTEMS

- Frequent use of MS Office applications (i.e. Word, Excel, Access, PowerPoint, Outlook) and other IT applications - to provide and communicate information for own job and to provide instruction and learning opportunities for patients.
- Filing – maintain personal filing systems.
- Email – for fast communication.
- Internal IT systems (e.g. electronic patient record (RIO), patient activity database and electronic patient moving tracking system) – to record daily information relating to patient activity.
- Patient learning information (e.g. learning databases and spreadsheet) – responsible for keeping learning information up to date for statistical and reporting purposes.
- E-Library/Internet - for research materials, sourcing materials and seeking information.
- E-Learning – for personal development.
- Hospital security systems.

8. ASSIGNMENT AND REVIEW OF WORK

- The post holder will be required to plan, deliver and co-ordinate learning activities within the Patient Learning Centre (e.g. delivering the learning curriculum, allocating work to junior staff, planning and developing learning programmes).

- The post holder will be expected to work collaboratively with other staff to provide support and advice for development of accredited learning.

- Guidance will be available from the line manager as required, however, the post holder is expected to manage their own daily workload and plan and prioritise longer term work plans, and to monitor own performance and service outputs against agreed objectives. This will include the postholder adapting workloads and plans to meet the needs of the service or as a result of changes to resourcing or patients needs.

- Yearly objectives will be agreed with your line manager and will be subject to a mid-year review and annual appraisal/PDP.

9. DECISIONS AND JUDGEMENTS

The postholder will be required to make judgements involving a range of facts or situations, which may require the analysis, interpretation or comparison of a range of options (e.g. evident through the design, planning and implementation of appropriate learning programmes for individual patients and groups; designing and developing learning and education materials; development of individual learning plans to suit individuals learning needs, learning styles and abilities; reviewing learning and progression and making modifications as required).

The postholder will be supported by the Patient Learning Manager in relation to complex decision making and judgements.

The postholder will be required to make recommendations regarding accredited learning and education from within the Patient Learning Centre and other activity areas developing and delivering accredited learning and education.

Decisions will be made by the postholder on a day-to-day basis as to whether patients or other staff are able or competent to utilise any equipment within the Patient Learning Centre (e.g. computers, laptops, printers, scanner etc).
The post holder in conjunction with the Patient Learning Manager and Charge Nurse will make joint decisions regarding allocation of patient placements.

The post holder is expected to show an understanding of basic financial, budgetary, procedural and resource implications when planning new activities (e.g. costs attached to patients' formal learning opportunities).

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

To maintain a positive attitude towards the care of patients when challenged by negative behaviours from patients.

To motivate patients to engage in educational and therapeutic activity when challenged by the negative effects of mental illness such as lethargy, poor motivation and lack of insight.

The Postholder is required to organise own day to day work, to develop longer term work plans (e.g development of learning programmes to support curriculum expansion in line with Patient Learning Strategy) and prioritising of workloads to ensure deadlines are met.

The role requires the Postholder to take responsibility for decisions regarding educational and learning programmes, dealing with a range of procedures and quality assurance standards and using a wide range of equipment and software packages to meet patient learning needs.

The Postholder is required to communicate, persuade and influence change for learning and educational activities. There is a demand to continually assess situations and adapt approach as required.

11. COMMUNICATIONS AND RELATIONSHIPS

- The Postholder will be expected to communicate effectively in a number of different ways and develop effective collaborative working relationships with a range of stakeholders (e.g Internally -patients, Skye Centre staff, nursing, occupational therapy, psychology, person centred improvement team, clinical teams. Externally - professional visitors, relatives and carers, volunteers, Scottish Prison Service, local authority, examination bodies, voluntary organisations etc).
- Providing and receiving complex clinical and security information to/from other staff (e.g. nursing, rehabilitation instructors, clinical teams, social work, security staff etc) relating to patient care and treatment planning, historical information related to offending behaviour and/or operational issues which may be of a sensitive nature.
- Engaging and interacting with patients, carers and staff (e.g. about their care and treatment, well-being, etc).
- Motivating/instructing/guiding/negotiating with patients engaged in activity.
- Providing advice, guidance and support (e.g. to patients, carers and staff) in relation to educational and learning activities.
- The Postholder will be required to deliver a range of learning and educational activities to groups of patients (up to 20 patients).
- Be alert to potential barriers to effective communication (e.g. noise; lack of privacy; different levels of knowledge and experience; literacy and numeracy difficulties; dyslexia; sensory impairment; mental/emotional state; intellectual impairment; mental health issues; cultural differences; first/preferred language, etc)

- Adapt the style and form of communication used to meet the needs of the recipients(s) and take steps to manage barriers to communication (e.g. speak in a clear and concise manner; adopt an empathetic approach; keep noise levels to a minimum; ask questions to clarify understanding; offer reassurance where appropriate; use de-escalation techniques to manage anger/aggression.) Use communication aids to address barriers to communication where required (e.g interpreters; large print learning materials, hearing loop; picture/diagrams, etc).

- Deal sensitively with confidential issues and with people who have communication difficulties. The Postholder will be expected to be familiar with both verbal and non-verbal communication methods.
- To liaise with carers providing information that is in line with clinical and security standards in order to facilitate off ward visits in the Skye Centre or other social functions within the Skye Centre eg patient awards ceremony.
- To report any concerns to Patient Learning Manager or Charge Nurse.
- Maintain confidentiality and ensure that records and reports are created, shared and stored in accordance with policies, procedures and legislation (e.g. data protection act; Caldicott guidelines; IT policies, healthcare support worker standards etc).

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical

- Frequent requirement to providing instruction on computers to patients and/or being involved in group activities.
- There is a requirement to undertake relevant Level 2 PMVA mandatory training and engage in the short-term management of violence and aggression.
- There is a regular requirement to exert intense physical effort throughout the period of work, e.g. responding to emergencies in another area of the hospital or being involved in the physical restraint of a patient.

Mental

- There is a need for constant awareness of security procedures including searches, patient movement restrictions, special observation levels and emergency procedures.
- Required to cope with continual interruptions and distractions throughout the day and to multi-task to meet deadlines and manage competing priorities.
- To take responsibility for leading group interventions during which individual patients can present as challenging and aggressive resulting in interruptions and modifications being made to the chosen activity.
- The use of tools and sharp implements increases the possible severity of an incident, should one occur, and the Postholder has the responsibility of checking these tools regularly throughout the day, the monitoring of them while in use, and the mental demand and constant risk assessment to maintain safety and security while providing educational and therapeutic activity.

Emotional

- Frequent and prolonged exposure to highly distressing or highly emotional circumstances, due to the backgrounds, disclosure of difficult life experience and/or offending history, and presentations of many of the patients i.e. verbal and physical aggression. This can present exceptional challenges both in working with the patients and their carers, and in managing personal emotional responses to the work.

Environmental

- There may be exposure to verbal and physical aggressive behaviour from patients and carers, and the risk of being assaulted by a patient.
- There will be a requirement to work in areas with exposure to highly unpleasant working conditions. This will include body fluids and soiled linen e.g. patients may be incontinent, become physically sick etc.

- Need for constant awareness of Hospital policy and procedures, especially those relating to safety and security (i.e. physical searches, alarm systems, prohibited items, patient movement restrictions and emergency procedures).

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- Educated to HND level or equivalent
- Assessor qualification
- International Certification of Digital Literacy (ICDL) qualification or relevant IT experience.
- Teaching or training qualification (e.g. Teaching Qualification in Further Education (TQFE), Certificate in Training Practice (CITP), Certificate in Community Learning & Development (Cert CLD) or equivalent).
- Internal Verifier qualification and Advanced ICDL qualification are desirable.
- Experience working with adults in an education/training/community learning setting.
- Previous experience of working with learners with special needs and an interest in promoting the inclusion of those with mental illness, learning disabilities and negative experiences of formal education.
- Previous experience with evidence of working within a learning centre environment and planning and delivering learning and educational programmes.
- Knowledge and experience of delivering a range of programmes including literacy, numeracy and ICT.
- Ability and willingness to initiate and develop new learning programmes.
- Experience of introducing and/or supporting change projects and initiatives.
- Knowledge and understanding of Scottish Government policy relating to learning and skills, including Curriculum for Excellence and its application in an adult learning environment.
- Knowledge and understanding of awarding body approval and quality assurance standards and requirements (e.g. Qualifications Scotland and British Computer Society).
- Excellent interpersonal and communication skills, including good presentation and written skills.
- Leadership skills and the ability to support and direct others in relation to learning and education provision.
- Ability to manage and prioritise own workload to meet targets and deadlines.
- Excellent IT and keyboard skills, including an in depth knowledge of Microsoft Office applications (Word, Excel, PowerPoint, Access, Outlook) and Internet Explorer to enable provision of training, guidance and support to learners.
- Adaptable and flexible and able to work in partnership and as part of a team.

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.	
Job Holder's Signature:	Date:
Head of Department Signature:	Date:

8. Person Specification

The State Hospital Person Specification Education and Learning Officer Band 5		
Criteria	Essential	Desirable
Qualifications & Training Level of education, professional qualifications, training and learning programmes/courses	HND level qualification or equivalent. International Certification of Digital Literacy (ICDL) or relevant IT experience. Assessor unit qualification or recognised teaching/training qualification (e.g. TQFE, CITP or equivalent).	Advanced ICDL Internal verifier unit qualification
Experience Length and type of experience, level at which experience gained	Experience working with adults in an education, training or community learning setting, including planning and delivering learning programmes. Experience supporting learners with additional support needs, adapting learning approaches and promoting inclusion. Experience delivering educational programmes, including literacy, numeracy and ICT.	Experience developing learning/educational programmes, supporting service improvement or implementing quality assurance processes. Experience supporting learning/education within a healthcare, mental health or secure environment.
Knowledge Depth and extent of knowledge	Knowledge of adult learning approaches, including assessing learning needs, developing individual learning plans and evaluating progress. Understanding of inclusive learning practices and approaches to supporting learners with additional support needs. Knowledge of awarding body requirements, assessment processes and quality assurance standards relevant to accredited learning.	Understanding of the impact of mental illness and learning disabilities on learning, motivation and engagement. Knowledge of educational provision within a therapeutic or rehabilitation environment.
Skills/Abilities Range and level of skills i.e. communication (oral, written, presentation),	Excellent interpersonal, written, verbal and presentation skills. Strong organisational and time management skills, with the ability to work independently,	Ability to develop and deliver accredited learning programmes across different

planning/organisation, numeracy, leadership etc	prioritise competing demands and meet deadlines. Ability to provide leadership, supervision and guidance to colleagues involved in the planning and delivery of learning activities. Excellent IT skills, including Microsoft Office applications and relevant digital learning tools. Ability to work collaboratively within a multidisciplinary team and adapt to changing service and patient needs.	subjects and qualification levels. Ability to develop and deliver learning programmes and motivate learners who may experience barriers to participation.
Specific Job Requirements Environmental conditions, unsociable hours, car driver etc	Ability and willingness to work within a high-secure forensic mental health environment and undertake mandatory training, including Prevention and Management of Violence and Aggression (PMVA). Flexibility to work across the Patient Learning Centre and other Skye Centre activity areas in response to service requirements.	

Thank you for your interest in this post.
We very much look forward to receiving your application.

- Free Parking
- Forensic Pay Allowance
- Free use of Sports Facilities
- Staff Wellbeing Centre
- Staff Library
- Staff Learning Centre
- Occupational Health Service
- Healthy Working Environment

Staff - Our Greatest Asset