

EAST LoTHIAN COUNCIL
Job Outline

Post Title	Additional Support Needs Auxiliary
Service:	Resources and People Services – Education
Location:	Knox Academy, Communication Provision
Immediate Supervisor:	Depute Head Teacher

Purpose of the Job

To provide care and assistance to individuals and small groups of pupils with additional support needs.

- 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.

Responsibility

No supervisory responsibility

Relevant Qualifications

Essential: Nursery Only: SSSC registration or agreement to register within 6 months from the date of appointment to this post is essential.

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

PVG Membership (Children) is an essential requirement of this post.

Skills/Experience Required

- Basic training/knowledge of First Aid.
- Experience of working with or caring for children with additional support needs.
- Ability to respond to the individual and group needs of children in a range of situations.
- Numeracy and Literacy skills.
- Effective verbal and written communication skills.
- Effective organisational and time management skills.
- Ability to work without close supervision.
- Ability to work flexibly as part of a team.

PERSON SPECIFICATION

Post Title	Additional Support Needs Auxiliary
Service Area	Resources and People Services – Education
Workplace	Knox Academy, Communication Provision
Immediate Supervisor	Depute Head Teacher

Attributes	Essential	Desirable
Education & Training	<p>Good standard of general education.</p> <p><u>Nursery Only:</u> SSSC registration or agreement to register within 6 months from the date of appointment to this post is essential.</p> <p>PVG Membership (Children) is an essential requirement of this post.</p>	<p>Qualification/training in working with children with additional support needs.</p> <p>First Aid Qualification.</p> <p>Successful completion of safe lifting and handling training.</p>
Previous Experience (Paid & Voluntary Work)	<p>Experience of working with, or caring for, children with additional support needs.</p>	<p>Nursing/care experience.</p> <p>Experience of attending to the personal care needs of individual pupils.</p> <p>Experience of working with children or young people who have severe/complex needs.</p>
Knowledge/ Skills /Competencies	<p>Ability to respond to the individual and group needs of children in a range of situations.</p> <p>Basic training/knowledge of First Aid.</p> <p>Numeracy and literacy skills.</p> <p>Effective verbal and written communication skills.</p> <p>Effective organisational and time management skills</p>	

Personal Qualities	<p>Ability to work on own initiative and as part of a team.</p> <p>Ability to maintain confidentiality relating sensitive or personal matters.</p> <p>Ability to work without close supervision</p>	
Council Behaviours	<p>We are customer focused</p> <p>We initiate and embrace change</p> <p>We strive to be the best we can be</p> <p>We make things happen</p> <p>We work together</p>	