

**From:** [Foi Enquiries](#)  
**To:** [REDACTED]  
**Subject:** FOI-17-0667 - Job Descriptions  
**Date:** 23 May 2017 14:00:37  
**Attachments:** [Further Information - Right to Review & Appeal.pdf](#)  
[FOI-17-0667 - JP -35. Pupil Support Assistant.pdf](#)  
[FOI-17-0667 - Nursery Nurse AR0000734.pdf](#)  
[FOI-17-0667 - Nursery Nurse ASN 1 AR0000735.pdf](#)  
[FOI-17-0667 - Nursery Nurse ASN 2 AR0000736.pdf](#)  
[FOI-17-0667 - JP -22. Early Years Practitioner.pdf](#)  
[FOI-17-0667 - JP -23. EYP ASN 1 G12.pdf](#)  
[FOI-17-0667 - JP -24. EYP ASN 2 G11.pdf](#)

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Dear [REDACTED],

Thank you for your information request of 4 May 2017. Aberdeen City Council (ACC) has completed the necessary search for the information requested.

**Please can you send to me, via e mail or post, the following current job descriptions and banding for each:**

**Pupil Support Assistant**

Grade = G9 with hourly rates of £9.66 p.h. – £10.88 p.h. (4 point scale) (Job Profile attached)

**Nursery Nurse**

2 scales (Grade G 11 with hourly rates of £12.26 p.h. – £14.00 p.h. and Grade G12 with hourly rates of £14.01 - £15.99) (4 point scales) and 3 Job Profiles. However we don't recruit Nursery Nurses now it would be Early Years Practitioners, they are the same grades (G11 and G12) and again 3 Job Profiles (all attached).

We hope this helps with your request.

Yours sincerely,

Grant Webster  
Information Compliance Officer

**INFORMATION ABOUT THE HANDLING OF YOUR REQUEST**

ACC handled your request for information in accordance with the provisions of the Freedom of Information (Scotland) Act 2002. Please refer to the attached PDF for more information about your rights under FOISA.

Information Compliance Team  
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ABERDEEN AB10 1AQ

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Tel 03000 200 292

\*03000 numbers are free to call if you have 'free minutes' included in your mobile call plan.

Calls from BT landlines will be charged at the local call rate of 10.24p per minute (the same as 01224s).

[www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk)

# ABERDEEN CITY COUNCIL

## JOB PROFILE

1 Job Details	
Job Title:	Pupil Support Assistant
Job Profile No:	35.
Directorate:	Education Culture & Sport
Service:	Education
Grade:	Grade 9
Version Date:	December 2012

2 Job Purpose
<i>To help promote effective learning, teaching, personal development and an atmosphere where pupils can achieve to reach their potential under direction and supervision.</i>

3 Reporting Relationships
<div style="text-align: center;">           Head Teacher                         Depute Head Teacher/Principal Teacher                         Pupil Support Assistant/Teacher         </div>

4 Outcomes
<b>The post holder will be expected to:</b> <ul style="list-style-type: none"> <li>• Support learning and teaching activities in the classroom.</li> <li>• Support pupils during learning activities and breaks including lunchtime.</li> <li>• Promote positive behaviour and positive relationships.</li> <li>• Assist with the preparation, organisation and use of resources.</li> <li>• Ensure the care, welfare and health and safety of pupils.</li> <li>• Administer and provide medical and/or personal care for pupils as required.</li> </ul>

5 Knowledge
<b>The post holder needs to be able to demonstrate an understanding or experience of:</b> <ul style="list-style-type: none"> <li>• Working with children and young people.</li> </ul>

6 Job specific skills and competencies
<b>The post holder is expected to demonstrate:</b> <ul style="list-style-type: none"> <li>• Proven oral communication, literacy and numeracy skills.</li> <li>• Empathy, patience and tolerance and to respond positively to a variety of additional support needs.</li> <li>• Ability to maintain confidentiality.</li> </ul>

7 Organisational Behaviours
<b>The post holder is expected to display the following behaviours:</b>

**Communication**

- Relates well to others and works with them to help meet their needs.
- Is open and honest in communication.
- Provides constructive feedback/advice/instruction.
- Encourages contributions from others.
- Uses appropriate language which is clear and unambiguous (Plain English).

**Customer Focus**

- Understands and responds appropriately to customers' needs.
- Deals with customers fairly and equitably.
- Establishes good relationships with customers.

**Professionalism**

- Meets and maintains standards consistently.
- Is solution focussed.
- Takes a positive approach to work.
- Is flexible and willing to accept change.
- Maintains confidentiality.
- Keeps skills and knowledge up to date.

**Respect**

- Shows respect for people at all levels.
- Praises and acknowledges good work.
- Is courteous, polite and considerate to all.
- Complies with council policies, procedures and guidelines.

**8 Requirements of the Job****The post holder needs to hold as a minimum:**

PVG membership for regulated work with children and/or protected adults or, a willingness to obtain prior to a formal offer of employment being made.

**9 Development****The post holder must have undertaken or be committed to undertaking the following within a specified period:**

- Relevant approved first aider qualification and keep it up to date with appropriate refresher training.
- Online courses 'protecting children' and 'data protection essentials'.
- Other training and development as identified as is necessary for the role.

# ABERDEEN CITY COUNCIL

## JOB PROFILE

1 Job Details	
Job Title:	Nursery Nurse
Job Profile No:	AR0000734
Directorate:	Education Culture & Sport
Service:	
Grade:	G11
Version Date:	September 2012

2 Job Purpose
As a member of the setting, to be fully involved in the work of the Nursery, helping to contribute to the care and education of the children.

3 Reporting Relationships
<div style="text-align: center;">             Head Teacher                             Depute Head Teacher/Principal Teacher                             Pupil Support Assistant -----Nursery Nurse* ----- Teacher           </div>

4 Outcomes
<p><b>The post holder will be expected to:</b></p> <ul style="list-style-type: none"> <li>• As part of the pre-school team, use his/her professional skills in the planning, implementing, assessing and evaluating of the pre-school provision.</li> <li>• To observe and interact with children in order to support their learning and contribute to record keeping and reporting of children's progress.</li> <li>• To attend to the care and health &amp; safety needs of the children.</li> <li>• To collaborate with others involved in children's learning and development (parents, carers, teaching staff, health visitors, etc.) at all times maintaining confidentiality.</li> <li>• To keep abreast of current thinking by undertaking continuing professional development.</li> <li>• To participate in all aspects of team work within the setting including professional development of students, preparation and care of resources, maintenance of cleanliness and hygiene and contributing to staff discussions.</li> </ul>

5 Knowledge
<p><b>The post holder needs to be able to demonstrate an understanding or experience of:</b></p> <ul style="list-style-type: none"> <li>• Up-to-date knowledge of the developmental needs of children from pre-birth to 8 years.</li> </ul>

## **6 Job specific skills and competencies**

**The post holder is expected to demonstrate:**

- Ability to relate to children, parents, carers and other professional colleagues.
- Ability to motivate children.
- Ability to communicate effectively. This will include non verbal, verbal and written forms of communication.
- A good observer and listener.

## **7 Organisational Behaviours**

**The post holder is expected to display the following behaviours:**

### **Communication:**

- Relates well to others and works with them to help meet their needs
- Ensures communication is appropriate/ inclusive (e.g. – makes information available using a variety of means)
- Responds to and acts on feedback
- Keeps people up to date

### **Customer Focus**

- Understands and responds appropriately to customers' needs
- Deals with customers fairly and equitably
- Works collaboratively across service/team/organisational boundaries to deliver excellent customer service.

### **Professionalism**

- Meets and maintains standards consistently
- Is a role model for professionalism
- Takes a positive approach to work
- Is flexible and willing to accept change
- Maintains confidentiality
- Keeps skills and knowledge up to date

### **Respect**

- Shows respect for people at all levels
- Shows consideration for others' views, privacy, beliefs and ability
- Complies with council policies, procedures and guidelines

## **8 Requirements of the Job**

**The post holder needs to hold as a minimum:**

- HNC Early Education and Childcare or equivalent
- S/NVQ Level 3 Children's Care and Development or equivalent
- Registration with/eligibility to register with SSSC

- PVG Membership for Regulated work with Children and/or Protected Adults or willingness to obtain prior to a formal offer of employment being made.

## **9 Development**

**The post holder must have undertaken or be committed to undertaking the following courses within a specified period:**

- OIL module – Protecting Children
- First Aid
- Food Hygiene
- OIL module – Data Protection
- GIRFEC



# ABERDEEN CITY COUNCIL

## JOB PROFILE

1 Job Details	
Job Title:	Nursery Nurse ASN 1
Job Profile No:	AR0000735
Directorate:	Education Culture & Sport
Service:	
Grade:	G12
Version Date:	September 2012

2 Job Purpose
As a member of the setting, to be fully involved in the work of the Nursery, helping to contribute to the care and education of the children. The job will involve working with client groups with complex/severe additional support needs.

3 Reporting Relationships
<div style="text-align: center;">           Head Teacher                         Depute Head Teacher/Principal Teacher                         Pupil Support Assistant -----Nursery Nurse ASN* ----- Teacher         </div>

4 Outcomes
<p><b>The post holder will be expected to:</b></p> <ul style="list-style-type: none"> <li>As part of the class team, participate in all aspects of team work, use his/her professional skills in the planning, implementing, assessing and evaluating of the ASN provision for all pupils within the class and contribute to record keeping and reporting of children's progress.</li> <li>To observe and interact in a positive manner with children in order to support their learning and behaviour; promote learning of appropriate physical and social development skills through physical care opportunities, develop appropriate interventions as part of assessment process and provide feedback to team members and parents.</li> <li>To be fully involved in the day to day assessment of the individual care need of each pupil and use professional partnership with other team members to provide for pupils' care, welfare, health and safety throughout the day. This will include preparation, care, maintenance, cleanliness and hygiene of a wide range of specialised equipment and resources</li> <li>To collaborate with others involved in children's learning and development (parents, carers, teaching staff, wide range of health professionals and social work staff, etc.) at all times maintaining confidentiality and working with therapists to assess, identify, implement and evaluate personalised communication packages for children</li> <li>Working jointly with colleagues participate in the design and implementation of</li> </ul>



individualised education programmes.(IEP) and provide specialised physical care, including emergency and daily medication, in accordance with ACC policy and guidance following appropriate training

- To keep abreast of current thinking by undertaking continuing professional development and supporting students on placement.

## **5 Knowledge**

**The post holder needs to be able to demonstrate an understanding or experience of:**

- Up-to-date knowledge of the developmental needs of children from pre-birth to 18 years.

## **6 Job specific skills and competencies**

**The post holder is expected to demonstrate:**

- Ability to relate to children, parents, carers and other professional colleagues.
- Ability to motivate children.
- Ability to communicate effectively. This will include nonverbal, verbal and written forms of communication.
- A good observer and listener.

## **7 Organisational Behaviours**

**The post holder is expected to display the following behaviours:**

### **Communication:**

- Relates well to others and works with them to help meet their needs
- Ensures communication is appropriate/ inclusive (e.g. – makes information available using a variety of means)
- Provides constructive feedback/advice/instruction.
- Looks for opportunities to share information across the team, service and organisational boundaries.

### **Customer Focus**

- Is alert to the changing nature of customers' long term needs and adjusts direction accordingly.
- Establishes good relationships with customers
- Works collaboratively across service/team/organisational boundaries to deliver excellent customer service.
- Invests effort in making a difference to how services are planned and delivered.

### **Professionalism**

- Meets and maintains standards consistently

- Is a role model for professionalism
- Is solution focussed
- Is objective and open minded and considers all views.
- Maintains confidentiality
- Demonstrates commitment to personal growth

### **Respect**

- Shows respect for people at all levels
- Shows consideration for others' views, privacy, beliefs and ability
- Complies with council policies, procedures and guidelines

## **8 Requirements of the Job**

### **The post holder needs to hold as a minimum:**

- HNC Early Education and Childcare or equivalent
- S/NVQ Level 3 Children's Care and Development or equivalent
- Registration with/eligibility to register with SSSC
- PVG Membership for Regulated work with Children and/or Protected Adults or willingness to obtain prior to a formal offer of employment being made.

## **9 Development**

### **The post holder must have undertaken or be committed to undertaking the following within a specified period:**

- OIL module – Child protection
- First Aid
- Food Hygiene
- OIL module – Data Protection
- GIRFEC
- Moving and Handling
- M.O.V.E. Mobility Opportunities Via Education
- C.A.L.M.
- Emergency Medication Administration
- Gastro feeding
- Other specialised health management procedures as required.

# ABERDEEN CITY COUNCIL

## JOB PROFILE

1 Job Details	
Job Title:	Nursery Nurse ASN 2
Job Profile No:	AR0000736
Directorate:	Education Culture & Sport
Service:	
Grade:	G11
Version Date:	September 2012

2 Job Purpose
As a member of the setting, to be fully involved in the work of the Nursery, helping to contribute to the care and education of the children. The job will involve working with client groups with significant additional support needs.

3 Reporting Relationships
<div style="text-align: center;">           Head Teacher                         Depute Head Teacher/Principal Teacher                         Pupil Support Assistant -----Nursery Nurse ASN* ----- Teacher         </div>

4 Outcomes
<p><b>The post holder will be expected to:</b></p> <ul style="list-style-type: none"> <li>As part of the class team, participate in all aspects of team work, use his/her professional skills in the planning, implementing, assessing and evaluating of the ASN provision for all pupils within the class and contribute to record keeping and reporting of children's progress.</li> <li>To observe and interact in a positive manner with children in order to support their learning and behaviour; promote learning of appropriate physical and social development skills through physical care opportunities, develop appropriate interventions as part of assessment process and provide feedback to team members and parents.</li> <li>To be fully involved in the day to day assessment of the individual care need of each pupil and use professional partnership with other team members to provide for pupils' care, welfare, health and safety throughout the day. This will include preparation, care, maintenance, cleanliness and hygiene of a wide range of specialised equipment and resources</li> <li>To collaborate with others involved in children's learning and development (parents, carers, teaching staff, wide range of health professionals and social work staff, etc.) at all times maintaining confidentiality and working with therapists to assess, identify, implement and evaluate personalised communication packages for children</li> <li>Working jointly with colleagues participate in the design and implementation of</li> </ul>

individualised education programmes.(IEP) and provide specialised physical care, including emergency and daily medication, in accordance with ACC policy and guidance following appropriate training

- To keep abreast of current thinking by undertaking continuing professional development and supporting students on placement.

## **5 Knowledge**

**The post holder needs to be able to demonstrate an understanding or experience of:**

- Up-to-date knowledge of the developmental needs of children from pre-birth to 18 years.

## **6 Job specific skills and competencies**

**The post holder is expected to demonstrate:**

- Ability to relate to children, parents, carers and other professional colleagues.
- Ability to motivate children.
- Ability to communicate effectively. This will include nonverbal, verbal and written forms of communication.
- A good observer and listener.

## **7 Organisational Behaviours**

**The post holder is expected to display the following behaviours:**

### **Communication:**

- Relates well to others and works with them to help meet their needs
- Ensures communication is appropriate/ inclusive (e.g. – makes information available using a variety of means)
- Provides constructive feedback/advice/instruction.
- Looks for opportunities to share information across the team, service and organisational boundaries.

### **Customer Focus**

- Is alert to the changing nature of customers' long term needs and adjusts direction accordingly.
- Establishes good relationships with customers
- Works collaboratively across service/team/organisational boundaries to deliver excellent customer service.
- Invests effort in making a difference to how services are planned and delivered.

### **Professionalism**

- Meets and maintains standards consistently

- Is a role model for professionalism
- Is solution focussed
- Is objective and open minded and considers all views.
- Maintains confidentiality
- Demonstrates commitment to personal growth

### **Respect**

- Shows respect for people at all levels
- Shows consideration for others' views, privacy, beliefs and ability
- Complies with council policies, procedures and guidelines

## **8 Requirements of the Job**

### **The post holder needs to hold as a minimum:**

- HNC Early Education and Childcare or equivalent
- S/NVQ Level 3 Children's Care and Development or equivalent
- Registration with/eligibility to register with SSSC
- PVG Membership for Regulated work with Children and/or Protected Adults or willingness to obtain prior to a formal offer of employment being made.

## **9 Development**

### **The post holder must have undertaken or be committed to undertaking the following within a specified period:**

- OIL module – Child protection
- First Aid
- Food Hygiene
- OIL module – Data Protection
- GIRFEC
- Moving and Handling
- M.O.V.E. Mobility Opportunities Via Education
- C.A.L.M.
- Emergency Medication Administration
- Gastro feeding
- Other specialised health management procedures as required.



# ABERDEEN CITY COUNCIL

## JOB PROFILE

1 Job Details	
Job Title:	Early Years Practitioner
Job Profile No:	22.
Directorate:	Education Culture & Sport
Service:	
Grade:	G11
Version Date:	March 2015

2 Job Purpose
As a member of the setting, to be fully involved in the work of the Nursery, helping to contribute to the care and education of the children.

3 Reporting Relationships
<div style="text-align: center;">             Head Teacher                             Depute Head Teacher/Principal Teacher                             Pupil Support Assistant -----Early Years Practitioner* ----- Teacher           </div>

4 Outcomes
<p><b>The post holder will be expected to:</b></p> <ul style="list-style-type: none"> <li>• As part of the pre-school team, use his/her professional skills in the planning, implementing, assessing and evaluating of the pre-school provision.</li> <li>• To observe and interact with children in order to support their learning and contribute to record keeping and reporting of children's progress.</li> <li>• To attend to the care and health &amp; safety needs of the children.</li> <li>• To collaborate with others involved in children's learning and development (parents, carers, teaching staff, health visitors, etc.) at all times maintaining confidentiality.</li> <li>• To keep abreast of current thinking by undertaking continuing professional development.</li> <li>• To participate in all aspects of team work within the setting including professional development of students, preparation and care of resources, maintenance of cleanliness and hygiene and contributing to staff discussions.</li> </ul>

5 Knowledge
<p><b>The post holder needs to be able to demonstrate an understanding or experience of:</b></p> <ul style="list-style-type: none"> <li>• Up-to-date knowledge of the developmental needs of children from pre-birth to 8 years.</li> </ul>

## **6 Job specific skills and competencies**

**The post holder is expected to demonstrate:**

- Ability to relate to children, parents, carers and other professional colleagues.
- Ability to motivate children.
- Ability to communicate effectively. This will include non verbal, verbal and written forms of communication.
- A good observer and listener.

## **7 Organisational Behaviours**

**The post holder is expected to display the following behaviours:**

### **Communication:**

- Relates well to others and works with them to help meet their needs
- Ensures communication is appropriate/ inclusive (e.g. – makes information available using a variety of means)
- Responds to and acts on feedback
- Keeps people up to date

### **Customer Focus**

- Understands and responds appropriately to customers' needs
- Deals with customers fairly and equitably
- Works collaboratively across service/team/organisational boundaries to deliver excellent customer service.

### **Professionalism**

- Meets and maintains standards consistently
- Is a role model for professionalism
- Takes a positive approach to work
- Is flexible and willing to accept change
- Maintains confidentiality
- Keeps skills and knowledge up to date

### **Respect**

- Shows respect for people at all levels
- Shows consideration for others' views, privacy, beliefs and ability
- Complies with council policies, procedures and guidelines

## **8 Requirements of the Job**

**The post holder needs to hold as a minimum:**

- HNC Early Education and Childcare or equivalent
- S/NVQ Level 3 Children's Care and Development or equivalent
- Registration with/eligibility to register with SSSC



- PVG Membership for Regulated work with Children and/or Protected Adults or willingness to obtain prior to a formal offer of employment being made.

## **9 Development**

**The post holder must have undertaken or be committed to undertaking the following courses within a specified period:**

- OIL module – Protecting Children
- First Aid
- Food Hygiene
- OIL module – Data Protection
- GIRFEC

# ABERDEEN CITY COUNCIL

## JOB PROFILE

1 Job Details	
Job Title:	Early Years Practitioner ASN 1
Job Profile No:	24.
Directorate:	Education Culture & Sport
Service:	
Grade:	G12
Version Date:	March 2015

2 Job Purpose
As a member of the setting, to be fully involved in the work of the Nursery, helping to contribute to the care and education of the children. The job will involve working with client groups with complex/severe additional support needs.

3 Reporting Relationships
<div style="text-align: center;">           Head Teacher                         Depute Head Teacher/Principal Teacher                         Pupil Support Assistant -----Early Years Practitioner ASN* ----- Teacher         </div>

4 Outcomes
<p><b>The post holder will be expected to:</b></p> <ul style="list-style-type: none"> <li>As part of the class team, participate in all aspects of team work, use his/her professional skills in the planning, implementing, assessing and evaluating of the ASN provision for all pupils within the class and contribute to record keeping and reporting of children's progress.</li> <li>To observe and interact in a positive manner with children in order to support their learning and behaviour; promote learning of appropriate physical and social development skills through physical care opportunities, develop appropriate interventions as part of assessment process and provide feedback to team members and parents.</li> <li>To be fully involved in the day to day assessment of the individual care need of each pupil and use professional partnership with other team members to provide for pupils' care, welfare, health and safety throughout the day. This will include preparation, care, maintenance, cleanliness and hygiene of a wide range of specialised equipment and resources</li> <li>To collaborate with others involved in children's learning and development (parents, carers, teaching staff, wide range of health professionals and social work staff, etc.) at all times maintaining confidentiality and working with therapists to assess, identify, implement and evaluate personalised communication packages for children</li> <li>Working jointly with colleagues participate in the design and implementation of</li> </ul>

individualised education programmes.(IEP) and provide specialised physical care, including emergency and daily medication, in accordance with ACC policy and guidance following appropriate training

- To keep abreast of current thinking by undertaking continuing professional development and supporting students on placement.

## **5 Knowledge**

**The post holder needs to be able to demonstrate an understanding or experience of:**

- Up-to-date knowledge of the developmental needs of children from pre-birth to 18 years.

## **6 Job specific skills and competencies**

**The post holder is expected to demonstrate:**

- Ability to relate to children, parents, carers and other professional colleagues.
- Ability to motivate children.
- Ability to communicate effectively. This will include nonverbal, verbal and written forms of communication.
- A good observer and listener.

## **7 Organisational Behaviours**

**The post holder is expected to display the following behaviours:**

### **Communication:**

- Relates well to others and works with them to help meet their needs
- Ensures communication is appropriate/ inclusive (e.g. – makes information available using a variety of means)
- Provides constructive feedback/advice/instruction.
- Looks for opportunities to share information across the team, service and organisational boundaries.

### **Customer Focus**

- Is alert to the changing nature of customers' long term needs and adjusts direction accordingly.
- Establishes good relationships with customers
- Works collaboratively across service/team/organisational boundaries to deliver excellent customer service.
- Invests effort in making a difference to how services are planned and delivered.

### **Professionalism**

- Meets and maintains standards consistently

- Is a role model for professionalism
- Is solution focussed
- Is objective and open minded and considers all views.
- Maintains confidentiality
- Demonstrates commitment to personal growth

### **Respect**

- Shows respect for people at all levels
- Shows consideration for others' views, privacy, beliefs and ability
- Complies with council policies, procedures and guidelines

## **8 Requirements of the Job**

### **The post holder needs to hold as a minimum:**

- HNC Early Education and Childcare or equivalent
- S/NVQ Level 3 Children's Care and Development or equivalent
- Registration with/eligibility to register with SSSC
- PVG Membership for Regulated work with Children and/or Protected Adults or willingness to obtain prior to a formal offer of employment being made.

## **9 Development**

### **The post holder must have undertaken or be committed to undertaking the following within a specified period:**

- OIL module – Child protection
- First Aid
- Food Hygiene
- OIL module – Data Protection
- GIRFEC
- Moving and Handling
- M.O.V.E. Mobility Opportunities Via Education
- C.A.L.M.
- Emergency Medication Administration
- Gastro feeding
- Other specialised health management procedures as required.

# ABERDEEN CITY COUNCIL

## JOB PROFILE

1 Job Details	
Job Title:	Early Years Practitioner ASN 2
Job Profile No:	23.
Directorate:	Education Culture & Sport
Service:	
Grade:	G11
Version Date:	March 2015

2 Job Purpose
As a member of the setting, to be fully involved in the work of the Nursery, helping to contribute to the care and education of the children. The job will involve working with client groups with significant additional support needs.

3 Reporting Relationships
<div style="text-align: center;">           Head Teacher                         Depute Head Teacher/Principal Teacher                         Pupil Support Assistant -----Early Years Practitioner ASN* ----- Teacher         </div>

4 Outcomes
<p><b>The post holder will be expected to:</b></p> <ul style="list-style-type: none"> <li>As part of the class team, participate in all aspects of team work, use his/her professional skills in the planning, implementing, assessing and evaluating of the ASN provision for all pupils within the class and contribute to record keeping and reporting of children's progress.</li> <li>To observe and interact in a positive manner with children in order to support their learning and behaviour; promote learning of appropriate physical and social development skills through physical care opportunities, develop appropriate interventions as part of assessment process and provide feedback to team members and parents.</li> <li>To be fully involved in the day to day assessment of the individual care need of each pupil and use professional partnership with other team members to provide for pupils' care, welfare, health and safety throughout the day. This will include preparation, care, maintenance, cleanliness and hygiene of a wide range of specialised equipment and resources</li> <li>To collaborate with others involved in children's learning and development (parents, carers, teaching staff, wide range of health professionals and social work staff, etc.) at all times maintaining confidentiality and working with therapists to assess, identify, implement and evaluate personalised communication packages for children</li> <li>Working jointly with colleagues participate in the design and implementation of</li> </ul>



individualised education programmes.(IEP) and provide specialised physical care, including emergency and daily medication, in accordance with ACC policy and guidance following appropriate training

- To keep abreast of current thinking by undertaking continuing professional development and supporting students on placement.

## **5 Knowledge**

**The post holder needs to be able to demonstrate an understanding or experience of:**

- Up-to-date knowledge of the developmental needs of children from pre-birth to 18 years.

## **6 Job specific skills and competencies**

**The post holder is expected to demonstrate:**

- Ability to relate to children, parents, carers and other professional colleagues.
- Ability to motivate children.
- Ability to communicate effectively. This will include nonverbal, verbal and written forms of communication.
- A good observer and listener.

## **7 Organisational Behaviours**

**The post holder is expected to display the following behaviours:**

### **Communication:**

- Relates well to others and works with them to help meet their needs
- Ensures communication is appropriate/ inclusive (e.g. – makes information available using a variety of means)
- Provides constructive feedback/advice/instruction.
- Looks for opportunities to share information across the team, service and organisational boundaries.

### **Customer Focus**

- Is alert to the changing nature of customers' long term needs and adjusts direction accordingly.
- Establishes good relationships with customers
- Works collaboratively across service/team/organisational boundaries to deliver excellent customer service.
- Invests effort in making a difference to how services are planned and delivered.

### **Professionalism**

- Meets and maintains standards consistently

- Is a role model for professionalism
- Is solution focussed
- Is objective and open minded and considers all views.
- Maintains confidentiality
- Demonstrates commitment to personal growth

### **Respect**

- Shows respect for people at all levels
- Shows consideration for others' views, privacy, beliefs and ability
- Complies with council policies, procedures and guidelines

## **8 Requirements of the Job**

### **The post holder needs to hold as a minimum:**

- HNC Early Education and Childcare or equivalent
- S/NVQ Level 3 Children's Care and Development or equivalent
- Registration with/eligibility to register with SSSC
- PVG Membership for Regulated work with Children and/or Protected Adults or willingness to obtain prior to a formal offer of employment being made.

## **9 Development**

### **The post holder must have undertaken or be committed to undertaking the following within a specified period:**

- OIL module – Child protection
- First Aid
- Food Hygiene
- OIL module – Data Protection
- GIRFEC
- Moving and Handling
- M.O.V.E. Mobility Opportunities Via Education
- C.A.L.M.
- Emergency Medication Administration
- Gastro feeding
- Other specialised health management procedures as required.