From: Foi Enquiries

To:

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

Dear ,

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.

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*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

| 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

To help promote effective learning, teaching, personal development and an atmosphere where pupils can achieve to reach their potential under direction and supervision.

Head Teacher I Depute Head Teacher/Principal Teacher I Pupil Support Assistant/Teacher

4 Outcomes

The post holder will be expected to:

- Support learning and teaching activities in the classroom.
- Support pupils during learning activities and breaks including lunchtime.
- Promote positive behaviour and positive relationships.
- Assist with the preparation, organisation and use of resources.
- Ensure the care, welfare and health and safety of pupils.
- · Administer and provide medical and/or personal care for pupils as required.

5 Knowledge

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

Working with children and young people.

6 Job specific skills and competencies

The post holder is expected to demonstrate:

- Proven oral communication, literacy and numeracy skills.
- Empathy, patience and tolerance and to respond positively to a variety of additional support needs.
- · Ability to maintain confidentiality.

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.
- 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.

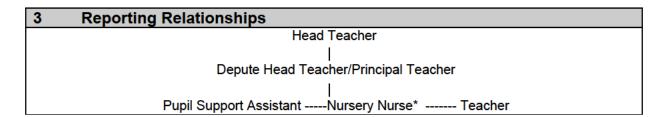
9 Development

- 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.

| 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.



4 Outcomes

The post holder will be expected to:

- As part of the pre-school team, use his/her professional skills in the planning, implementing, assessing and evaluating of the pre-school provision.
- To observe and interact with children in order to support their learning and contribute to record keeping and reporting of children's progress.
- To attend to the care and health & safety needs of the children.
- To collaborate with others involved in children's learning and development (parents, carers, teaching staff, health visitors, etc.) at all times maintaining confidentiality.
- To keep abreast of current thinking by undertaking continuing professional development.
- 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.

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 form pre-birth to 8 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 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.

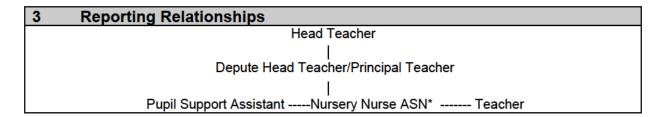
9 Development

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

| 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.



4 Outcomes

The post holder will be expected to:

- 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.
- 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.
- 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
- 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
- Working jointly with colleagues participate in the design and implementation of

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.

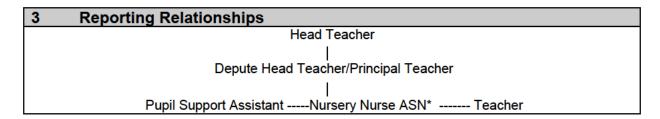
9 Development

- 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.

| 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.



4 Outcomes

The post holder will be expected to:

- 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.
- 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.
- 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
- 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
- Working jointly with colleagues participate in the design and implementation of

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

- 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.

| 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.

Reporting Relationships Head Teacher | Depute Head Teacher/Principal Teacher | Pupil Support Assistant -----Early Years Practitioner* ------ Teacher

4 Outcomes

The post holder will be expected to:

- As part of the pre-school team, use his/her professional skills in the planning, implementing, assessing and evaluating of the pre-school provision.
- To observe and interact with children in order to support their learning and contribute to record keeping and reporting of children's progress.
- To attend to the care and health & safety needs of the children.
- To collaborate with others involved in children's learning and development (parents, carers, teaching staff, health visitors, etc.) at all times maintaining confidentiality.
- To keep abreast of current thinking by undertaking continuing professional development.
- 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.

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 form pre-birth to 8 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 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.

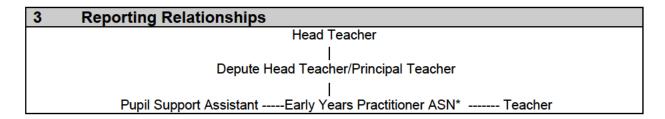
9 Development

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

| 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.



4 Outcomes

The post holder will be expected to:

- 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.
- 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.
- 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
- 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
- · Working jointly with colleagues participate in the design and implementation of

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.

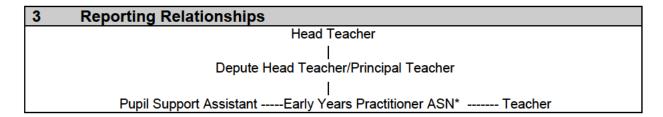
9 Development

- 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.

| 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.



4 Outcomes

The post holder will be expected to:

- 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.
- 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.
- 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
- 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
- · Working jointly with colleagues participate in the design and implementation of

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.

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- Shows consideration for others' views, privacy, beliefs and ability
- · Complies with council policies, procedures and guidelines

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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

- 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.