



JOB DESCRIPTION

1. JOB DETAILS

Job Title: Education Support Worker

Department: Education

Reports to: A member of the Education Management Team (EMT)

Location: Harmeny School Campus, Balerno

Salary: £14,667.16 to £15,237.41 per annum plus an additional 5% allowance where applicable (full-time equivalent salary is £19,779 to £20,548 per annum)

2. CONTEXT / OVERALL PURPOSE OF THE JOB

Working closely with the Class Teacher and Education Teams, the post holder will provide learning support and promote engagement with learning within the classroom and other learning environments. The post holder will contribute to a culture and ethos within a highly nurturing and supporting environment, in order to provide the secure base that children require to engage in their learning.

3. PRINCIPAL RESPONSIBILITIES / KEY AREAS OF JOB

1. To promote a positive ethos in the school consistent with Harmeny's vision, purpose and core values.
2. To support EMT with the implementation of the School Improvement Plan and Harmeny Strategic Plan.
3. To provide learning support within the classroom and other environments, following the guidance of Class Teachers and EMT.
4. To support teaching staff with the delivery of the curriculum.
5. To provide support to children during transitions within the school, outdoor education / environmental activities and on educational outings.
6. To promote children's engagement with learning, through building positive relationships and encouraging children to remain 'on-task'.
7. To provide support on a one-to-one or group basis as required.
8. To encourage positive and appropriate behaviours, through the use of effective strategies that recognise the complex behaviours of children at Harmeny.
9. Where required, as a last resort, to implement physical intervention techniques.

10. To prepare classroom teaching resources, maintain audio-visual and ICT equipment and assist with the layout and tidiness of the classroom.
11. To ensure whole-school educational equipment, resources and spaces are maintained to an excellent standard, with responsibility for overseeing a specific resource area.
12. To provide administrative support, including the maintenance of accurate records, filing and photocopying.
13. To support the development of children's Personal Learning Planning and help children work towards individual goals and targets.
14. To gather evidence for individual plans and through preparation of displays.
15. To work in accordance with all Harmeny policies and procedures.
16. To communicate with education and care colleagues, parents/carers and a range of other professionals to ensure coherent working and positive outcomes for children.
17. To contribute to our multi-disciplinary approach to working with children and their families, including contributing to children's meetings, where appropriate.
18. To ensure that the highest possible standards of professional practice are maintained.
19. To attend supervision, APR, training and other meetings, as required.
20. To provide absence cover for colleagues.
21. To safely drive children and staff to and from outings, activities and external meetings via minibus or fleet vehicle.
22. To undertake any other duties delegated by EMT or other Senior Management Team member, which are consistent with the role.

PERSON SPECIFICATION

4. QUALIFICATIONS

Desirable:

1. A relevant qualification equivalent to SCQF Level 7.

5. KNOWLEDGE, SKILLS AND EXPERIENCE

Essential:

1. Experience of working with children and young people within a learning environment.
2. Knowledge of the needs of children with social, emotional and behavioural needs.

3. Understanding of the practice issues of 'physical intervention' and ability to undertake such physical intervention when required.
4. A good understanding of the learning needs of children, both within the classroom and other environments.
5. Knowledge of the Curriculum for Excellence.
6. Good organisational and administrative skills and computer literacy.
7. Excellent communication skills, both written and oral.
8. A full driving licence and the ability to drive fleet vehicles and transport children as required.

Desirable:

1. Knowledge of social pedagogical approach.
2. Experience of organising and delivering children's activities/group work and/or supporting children's learning.

6. PERSONAL CHARACTERISTICS / COMPETENCIES – ESSENTIAL

1. A commitment to the attainment and achievement of the child.
2. A positive and supportive attitude to children and staff.
3. A commitment to the needs of children who are Looked After and Accommodated and have complex additional support needs.
4. Ability to appropriately communicate with children, colleagues, families and external professionals.
5. Ability to work within a team and demonstrate appropriate autonomy to meet the demands of both the practical direct support and recording/reporting requirements in a highly pressurised working environment.
6. Demonstrates emotional intelligence, understanding of the needs of others, and personal resilience.
7. Displays initiative and ability to work autonomously, with a flexible and solutions-focused mindset.

7. REVIEW

This document will be reviewed on an annual basis or as necessary.