

# **BORDERS COLLEGE**

## **JOB DESCRIPTION**

<b>Job Title</b>	<b>Supply Additional Needs Assistant</b>
<b>Post Holder</b>	
<b>Accountable To</b>	<b>Delivery Team Manager – Health and Social Care, Childcare Supported Programmes and Sport</b>
<b>Responsible For</b>	
<b>Department</b>	<b>HSC</b>

### **Overall Purpose of Job**

To support and engage students in a range of tasks and activities and to assist Lecturers to work with groups of students.

### **Main Duties and Responsibilities**

To .....

- Undertake support for individual or group as requested by Assistant Principal, Curriculum Manager or Lecturer.
- Assist in the implementation of plans, which have been devised by a lecturer and/or other agencies as required.
- Monitor on an informal basis the progress of pupils in learning and behaviour.
- Carry out assessment procedures under the direction of class lecturer.
- Help students with personal care, which may include toileting, administering of medication and assistance with feeding.
- Liaise with Portfolio staff, visiting staff, other agencies and homes as required.
- Prepare brief reports and/or attend reviews for individual students as requested by Assistant principal, Delivery Team Manager or Course Tutor.
- Attend meetings as requested by Assistant Principal/ Delivery Team Manager.
- Take part in an annual review with Delivery Team Manager.
- Attendance at internal and external meetings as required.

To undertake Personal and Professional Development:

- Adopt flexible working methods to meet the changing needs of the College
- Develop and maintain high quality standards appropriate to the post



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- Develop and maintain professional standards and expertise by undertaking relevant professional development

To demonstrate appropriate Competency and Behaviours:

- Promote and comply with legislation including Health and Safety, Equalities and Inclusion, General Data Protection Regulation, Prevent and Safeguarding
- Conduct yourself at all times in line with our college values and behaviours
- Comply with College Policies and Procedures relating to Staff and Students

You may also be required to:

- To support the work of the College in terms of recruitment, marketing and resourcing as required
- Undertake any other duties appropriate for the efficient and effective management of the College as directed

**The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.**

Signed ..... Date .....  
(Staff Member)

Signed ..... Date .....  
(Line Manager)

## JOB & PERSON SPECIFICATION

<b>QUALIFICATIONS</b>	<b>Essential or Desirable</b>
SCQF Level 7 or equivalent work experience	Essential
Experience in dealing with children and young people	Essential
Relevant qualifications	Desirable
<b>KNOWLEDGE</b>	<b>Essential or Desirable</b>
Able to follow guidance and work co-operatively	Essential
<b>EXPERIENCE</b>	<b>Essential or Desirable</b>
Previous experience as a Classroom Assistant	Desirable
<b>INTERPERSONAL SKILLS AND ABILITIES</b>	<b>Essential or Desirable</b>
Flexible and adaptable	Essential
Ability to develop positive working relationships with individuals at all levels (internal and external) and to promote the College	Essential
An approachable, calm and friendly manner	Essential
<b>OTHER ABILITIES/QUALITIES</b>	<b>Essential or Desirable</b>
Effective prioritisation and organisational skills	Essential
Able to plan ahead and anticipate support needs	Essential
Capacity to work under pressure	Essential
Ability to work effectively within a team	Essential
E-literate and competent in developing, administering and using PC and associated networks and systems to acquire, manipulate and disseminate information	Essential
Have a strong sense of purpose and the drive to achieve agreed goals	Essential
Ability to maintain a tidy and organised workspace	Essential
<b>ATTITUDES AND BELIEFS</b>	<b>Essential or Desirable</b>
Commitment to continuous professional development	Essential
Commitment to high professional and personal standards of work and conduct	Essential
A personal commitment to keeping your professional knowledge up to date and improving your capabilities. Formally recording your learning to show that you are actively committed to the development of your career	Essential
<b>WORK-RELATED CIRCUMSTANCES</b>	<b>Essential or Desirable</b>
The ability to be flexible and provide support to other team members	Essential