



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Learning Support Assistant		
<b>Department:</b>	Education	<b>Section:</b>	FICS
<b>Reports to:</b>	Special Educational Needs Co-ordinator (SENCO)		
<b>Grade:</b>	Falkland Islands Government Grade – G		

## Job Purpose

To support and assist students, including those students for whom English is a foreign language, with their educational and social progress, and help to develop their learning and understanding by improving their access to the curriculum both inside and outside the classroom.

## Main Accountabilities:

- Work with teachers and other professionals to ensure that the programme, including Individual Education Plans (IEPs), for each student is effectively delivered and monitored.
- Research and develop appropriate learning materials to support individual students, as requested by the SENCO and/or member of the teaching staff.
- Undertake appropriate assessment of learning as directed by the SENCO and/or member of the teaching staff.
- Participate in, and contribute to, team meetings and staff meetings as required by the SENCO/ Headteacher and to support after school activities and functions as directed by the Head teacher.
- Participate in, and contribute to, in-service training, including de-escalation, manual handling and lifting training when required.
- At the direction of the SENCO, develop particular skills related to special needs provision.
- Learning Support Assistants are required to undertake other duties as directed by the Head Teacher.

***The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.***



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<b>Job Title:</b>	Learning Support Assistant (LSA)
<b>Additional Information:</b>	
For the most part LSA posts will be based in either IJS/Camp or FICS, but the successful applicant may be required to work in either setting according to the needs of the children/young people	
<b>Criminal Record Checks: <i>(This post is regarded as a sensitive post)</i></b>	
<p>All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s). Please see the enclosed Frequently Asked Questions (FAQ) sheet.</p> <p>Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.</p> <p>Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.</p>	



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Person Specification:	Learning Support Assistant		
Criteria	Essential	Desirable	Assessment Method
<b>Education and Qualifications:</b>			
Evidence of a good level of literacy and numeracy (GCSE Grade C in English and Maths with a willingness to undertake NVQ Level 2)	✓		A
Be ICT literate	✓		A
GCSE grade C in ICT, ECDL or equivalent		✓	A
Current Team Teach certificate		✓	I
Valid First Aid certification		✓	A
TEFL/EAL qualification or equivalent		✓	A
Swimming qualification		✓	A
Current valid driving licence		✓	A
<b>Knowledge, Skills and Experience:</b>			
Able to follow and deliver oral instructions clearly	✓		A
Ability to prioritise tasks and use initiative	✓		A/R
Experience of dealing with children	✓		A/R
Ability to follow and implement Individual Education Plans (IEPs) with children and monitor progress	✓		A/I/R
Capacity to work with children with behavioural and emotional needs in order to improve their social skills	✓		A/I/R
Capacity to work cross-phase, i.e. with different age groups across the schools	✓		A/I/R
Good communication and interpersonal skills	✓		A
Evidence of successfully working collaboratively within a team	✓		A
Ability to work to deadlines and work as necessary to meet these	✓		A/R
Competent computer skills	✓		A/R



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<b>Person Specification:</b>	Learning Support Assistant ( <i>continued</i> )		
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
<b>Knowledge, Skills and Experience: (<i>Continued</i>)</b>			
A working knowledge of Spanish		✓	A/I/R
Relevant work experience (i.e. working with children in a school environment)		✓	A/I/R
Experience following IEPs or knowledge of Special Educational Needs (SEN) systems in FIG		✓	A/I/R
Background in working with children with emotional and behavioural needs		✓	A/I
Experience of working with those with physical and intellectual disability		✓	A/I
<b>Personal Attributes:</b>			
Enjoys working with children	✓		I
Ability and desire to further work related development, via the undertaking of such training as required by the position	✓		I
Calm, friendly and approachable attitude	✓		I/R
Co-operative and able to work well with involved professionals	✓		I/R
Supportive of colleagues	✓		R
Flexibility and adaptability in a team situation	✓		R
Physically fit enough to support a child during PE, swimming, in the playground and with personal care as required.	✓		A/I
Have patience and flexibility to adapt to the varying needs of children and colleagues	✓		I/R
Must be able to attend, and contribute to, team meetings	✓		I
Expertise or interest in art, display, cooking, sport etc		✓	A/I/R
Ability to pass FIG minibus test if not already done so		✓	I
Capacity to take on extra curricular clubs		✓	I

## Method of assessment:

A - Application Form  
P – Presentation

I - Selection Interview  
R - Reference