



Falkland Islands Government – Job Description

Job Title:	SHIELD Support Worker		
Department:	Education	Section:	Training Centre
Reports to:	SHIELD Co-Ordinator		
Grade:	Falkland Islands Government Grade - G1	Job Code:	252SSW

Job Purpose

To assist the SHIELD SEN Teacher with the running of the SHIELD Centre. To work with individuals or groups to ensure a secure and safe working environment either at the Centre or in the wider community.

Main Accountabilities:

- Working with people with special educational needs achieve success through supported internships or with social enterprise schemes.
- Help people to develop skills and good practice to achieve success in the workplace.
- Work within a timetabled regime, either classroom based, in a workshop or in an outdoor environment.
- Provide teaching or coaching support to ensure those on the SHIELD program reach their full potential.
- Work to the policies and procedures of the SHIELD program.
- Ensure risk assessments are followed and any Health & Safety concerns are raised.
- Help achieve business plans with the social enterprise schemes developed in the SHIELD program.
- Work with individuals in supported internships allowing them to learn and be able to demonstrate the skills necessary for them to achieve the job.
- Attend team meetings about those engaged on the SHIELD program when necessary and provide written reports if required.
- Undertake training as necessary, identified by the SHIELD SEN Teacher, through on the job training ensuring you are trained to meet the needs of those on the SHIELD program.
- Report the progress of the individuals you work with to the SHIELD SEN teacher either verbally or in writing.
- Meet with parents and carers of those on the SHIELD program under 18 years of age, to ensure they know the progress made.
- Undertake training as necessary, identified by the SHIELD SEN teacher, through on the job training ensuring you are trained to meet the needs of those on the SHIELD program.



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Main Accountabilities: (Continued)	
<ul style="list-style-type: none">• Report the progress of the individuals you work with to the SHIELD SEN teacher, either verbally or in writing.• Meet with parents and carers of those on the SHIELD program under 18 years of age, to ensure they know the progress made.• Work alongside a team of volunteers' ensuring a safe environment is maintained for all.• To engage in public events organised by the SHIELD program, this may occur outside normal working hours or days. <p><i>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.</i></p>	
Additional Information:	
<p>This post requires a high degree of confidentiality particularly with regard to those engaged in the SHIELD program</p> <p>A high degree of flexibility is also required due to the expanding work of the Training Centre and the development of the SHIELD Program.</p>	
Criminal Record Checks: (This post is regarded as a sensitive post)	
<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).</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:	SHIELD Support Worker		
Criteria	Essential	Desirable	Assessment Method
Qualifications and Training			
5 GCSE passes at Grade 4+ or Grade C+ or equivalent	✓		A
Full Clean driving license	✓		A
Level 2 Certificate in Health & Safety		✓	A/I
Level 3 Diploma in Adult Social Care		✓	A
Safeguarding Qualification		✓	A
Mini Bus License		✓	A
NB Equivalent combinations of educational qualifications and experience may be considered.			
Knowledge, Skills and Experience:			
A minimum of 2 years' experience of working with people with SEND	✓		I
A high degree of confidence, and the ability to work autonomously when required	✓		I
Willingness to undertake relevant specialist training	✓		I
Experience of supporting children or young people	✓		I/R
Excellent organisational skills	✓		I/R
Excellent interpersonal skills	✓		I/R
Clear, confident and articulate	✓		I
Positive, approachable, committed and enthusiastic	✓		I
Clear ability and evidence of working effectively as a member of a team	✓		A/I
Experience in working with youth coaching and mentoring		✓	I/R
Current knowledge and understanding of good Health and Safety practices and procedures		✓	I/R
Experience of working with private and public employers in the Falkland Islands		✓	I



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Criteria	Essential	Desirable	Assessment Method
Personal Attributes:			
Align with FIGs Core Values – Diverse, Professional, Resilient & Resourceful	✓		A/I/R
Ability to establish and develop close professional relationships	✓		A/I
Willingness to take extracurricular activities		✓	A/I
Willingness to support cross-phase development		✓	A/I

Method of assessment:

- A - Application Form
- I - Selection Interview
- R – Reference