



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Senior SHIELD support worker		
<b>Department:</b>	Education	<b>Section:</b>	Falkland College
<b>Reports to:</b>	SHIELD Coordinator		
<b>Grade:</b>	E1	<b>Job Code:</b>	262SSW

## Job Purpose

The post holder will be responsible for the line management of the SHIELD Support staff and will help develop policies, procedures and best practice that ensures that those taking part in the SHIELD program are provided with experiences aimed at promoting independent living and the development of life skills through appropriate support and guidance. The postholder will also have a key responsibility in identifying any staff skill gaps and sourcing appropriate training and development to ensure the programme will run smoothly and that the staff have the necessary capacity and competency to deal effectively with a wide range of complex needs.

## Main Accountabilities:

### Management Duties

- Manage the team of SHIELD Support Workers to ensure the delivery of a high quality, responsive and efficient service. This will involve:
  - ❖ Leading and undertaking day to day front line management of the Support Workers, including recruiting, motivating, training, developing and deploying people and resources as necessary.
  - ❖ Allocating tasks and setting rotas to ensuring that there are always sufficient resources to deliver the service and rebalancing priorities accordingly when necessary. This may involve sourcing cover for staff absences as necessary.
  - ❖ Coaching the team to perform to the best of their ability and developing individuals within their roles to realise their potential and give on-going feedback on performance (and when necessary effectively managing under performance).
  - ❖ Provision of support and guidance to SHIELD Support Workers under their supervision and actively listening to comments/challenges and responding constructively.
  - ❖ Undertaking performance development reviews of SHIELD Support staff.
  - ❖ Organising appropriate training and development activities, dealing with issues as they arise and ensuring all new staff are properly inducted into their posts.
- Source and maintain a team of volunteers to work with those on the SHIELD Programme and ensure a safe environment is maintained for all and that appropriate support and resources are in place.
- Sign off risk assessments after careful review and ensure support staff are aware of risks when undertaking activities outside of the College.



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**Main Accountabilities continued:****Operational duties**

- With support from the SHIELD SEND Teacher, develop and maintain a tailor made programme and curriculum focused on supporting young adults with special educational and disability needs to maximise their potential as far as possible through supported learning.
- With direction from the SHIELD Co-Ordinator, help develop the policies and procedures for the SHIELD program.
- Develop and implement timetables for the SHIELD Programme ensuring all staff understand their roles and responsibilities and ensuring lesson plans are in place and activities are clearly timetabled.
- Working alongside people with special educational needs, achieve success through supported internships or with social enterprise schemes.
- Develop skills and good practice for people on the SHIELD programme, to achieve success in the workplace using appropriate recognised accreditation providers to recognise achievement and ensure support staff understand the standards SHIELD Programme members are to achieve.
- Lead sessions within a timetabled regime, either classroom based, in a workshop or in an outdoor environment.
- Train selected people in outside organisations who have expressed an interest in offering supported internships, to better understand the SHIELD participant's needs when entering a work place.
- Assist the SHIELD SEND Teacher with the transition of students from FICS to the SHIELD programme. Organising bespoke training programmes to meet the needs of the young people involved and to include the wider family and care organisation in the transition process.
- Undertake training to develop a field of specialism and to lead training sessions in your own area of specialism, to all SHIELD Staff.
- Organise and engage in public events for the SHIELD program, this may occur outside normal working hours or days.
- Provide staff training to outside organisations to support participant's work placements as part of a supported internship.

**Administrative duties**

- Provide relevant information to the SHIELD Co-ordinator and SEND Teacher to develop Care and Development plans for SHIELD members.
- Attend meetings as required and provide written reports if requested.
- File securely all written records produced by the SHIELD Support Staff

***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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**Additional Information:**

The SHIELD programme supports people in the Falklands Community who have special educational needs and disabilities, over the next 15 years we are expecting to see a 150% increase in the number of people accessing the services of the programme. As this is designated as a 'sensitive' post there is a need for strict confidentiality at all times. A high degree of flexibility is also required due to the expanding work of the Falkland College and the development of the SHIELD Program.

**Criminal Record Checks** – This post is regarded as a sensitive post

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.

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

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.



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Person Specification:	SENIOR SHIELD Support Worker		
Criteria	Essential	Desirable	Assessment Method
<b>Knowledge, Skills and Experience:</b>			
A minimum of 5 years' experience of successfully working with people with SEND	✓		A/I/R
A high degree self-reliance and the ability to work autonomously	✓		I/R
Learning capacity to undertake relevant specialist training	✓		A/I/R
Experience of effectively supporting children or young people	✓		A/I/R
Excellent organisational and prioritisation skills	✓		I/R
Excellent interpersonal and influencing skills	✓		I/R
Clear, confident and articulate communication skills	✓		A/I/R
Current knowledge and understanding of good Health and Safety practices and procedures.	✓		I/R
Experience in youth coaching and mentoring.	✓		A/I/R
Clear ability and evidence of working effectively as a member of a team	✓		A/I
Capable of building effective working relationships with private and public employers in the Falkland Islands and establish and develop close relationships with parents and the wider community	✓		A/I
Ability to effectively motivate others	✓		A/I
Previous supervisory/management experience	✓		A/I/R
<b>Personal Attributes:</b>			
Positive, approachable, committed to delivering a good service, enthusiastic and able to work independently	✓		I/R
Willingness and sufficiently flexible to participate in extracurricular activities	✓		A/I
Willingness to be involved in cross-phase development		✓	A/I
<b>Qualifications/Professional Membership:</b>			
L3 Diploma in adult social care or related field	✓		A
L2 certificate in Health & Safety	✓		A



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<b>Qualifications/Professional Membership:</b>			
In date Safeguarding Qualification at Level 2	✓		A
Driving License – car/Minibus	✓		A
L5 Diploma in a care/education related field		✓	A/I
<b>Note to Applicants:</b> Please ensure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form.			

**Method of assessment:** A - Application Form

I - Selection Interview

R - Reference