

East Park Job Description

Job Title:	Senior Learning Support Worker (Workmates)
Responsible to:	Workmates Service Manager
Responsible for:	Learning Support Workers (Workmates)
Working Environment:	Internal / External
External Contacts:	Various
Date of Last Review:	May 2019

JOB PURPOSE

The Senior Support Worker will assist the Workmates Service Manager in all aspects of the management and development of the service and the post holder will be working with the young adults through a variety of development and support activities to enable individuals to reach their potential.

KEY RESPONSIBILITIES

- In conjunction with the Workmates Service Manager, continue to develop a service which prepares students for their adult lives
- To identify a range of work experience/employment opportunities and/or college placements for the students, and monitor the effectiveness
- To support staff to allow them to carry out their role

STUDENTS

- Accept delegated responsibility for the management of the service in the absence of the Workmates Service Manager
- Seek feedback from young people regarding their views and perception of the service.
- Develop and maintain a welcoming, caring and safe living environment for all
- Use a risk management approach to keeping the young people safe and secure in all aspects of the service provided
- To arrange appropriate college and work placements
- To monitor all placements to ensure that they meet the needs of individual students, and remain relevant
- Support the physical, emotional, and social development of each young adult
- Help the young person develop and use personal strengths and skills
- Ensure that the whole staff team develops positive working relationships with all relevant agencies
- Ensure that all records and reports conform to East Park policy and guidelines
- Encourage the use of community and public facilities and resources and facilitate and promote full community participation

PARENTS/FAMILIES

- Attend reviews and other meetings as required
- Attend social events with parents, families and other support staff
- Encourage and facilitate good relationships between the young adult and their family and social network to maximise opportunities for continued involvement

STAFF

- Lead by example within the staff team by setting standards for working
- Utilise staff and other resources in the most cost-effective way possible.

- To support the Workmates Service Manager to identify staff training needs and ensure they are addressed.
- Delegate tasks and responsibilities to support workers according to their level of skill, experience and qualifications to further develop their competencies and effectiveness.
- Support new staff through their induction programme.
- Support students on placement.
- Provide support and supervision to support workers as delegated by the Workmates Service Manager. Maintain up to date records of this.
- Achieve SVQ assessor award and act as internal assessor for colleagues undertaking SVQ qualifications

ORGANISATION

- Participate in personal development activities in collaboration with colleagues
- Participate in staff development activities, externally, and within East Park

GENERAL RESPONSIBILITIES

- Any other duties as directed by the Workmates Service Manager or Head of Education
- To comply with East Park's Safeguarding policies
- To comply with East Park's Health and Safety policy
- To comply with East Park's Equal Opportunities policy
- To promote Confidentiality as detailed in East Park's Code of Conduct policy
- Promote East Park at all times
- Treat both internal and external colleagues with respect and secure effective working relationships with all colleagues across East Park

**East Park
Person Specification**

JOB TITLE: Senior Learning Support Worker (Workmates)

KEY FACTORS	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • SVQ 3 • HNC (or relevant equivalent) • Full registration with SSSC 	<ul style="list-style-type: none"> • Achievement of or working toward A1 Assessor Award Or D32/D33 (care/management)
Work Experience	<ul style="list-style-type: none"> • Experience of supporting students with additional support needs including ASD • Evidence of good practice • Evidence of ability to plan, take initiative and follow things through • Able to work co-operatively • Reflective practitioner • Ability to plan and manage time effectively • Able to implement and follow policies and procedures • Positive attitude to support and supervision and professional development 	<ul style="list-style-type: none"> • Experience of working in a supervisory role • Skilled in use of a range of ICT resources • Knowledge of SVQ systems and standards • Knowledge of current policy and practice trends in disability and social care
Knowledge	<ul style="list-style-type: none"> • An understanding of potential barriers to learning • Ability to motivate and challenge students • Understanding of and commitment to principles of inclusion and equality • Ability to develop and implement individualised programmes of work for students • Ability to assess students learning and to use this assessment to improve outcomes • Able to provide activities and interact with students appropriately according to their age and ability 	<ul style="list-style-type: none"> • Evidence of ability to adapt approach and response to meet individual needs • Understanding of students physical, social and emotional needs
Expertise & Skills	<ul style="list-style-type: none"> • Consultative • Ability to work collaboratively with other staff • Ability to work positively as part of a team • Evidence of leadership qualities 	<ul style="list-style-type: none"> • Evidence of working as part of a multi-disciplinary team • Ability to support learners to achieve relevant qualifications • Evidence of mutual respect for and of colleagues

	<ul style="list-style-type: none"> • Ability to motivate others to achieve objectives • Ability to deal with conflict sensitively and effectively • Diplomatic, courteous and professional when dealing with others • Sensitive to the needs of families 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to communicate effectively, orally and in writing, with colleagues, managers, parents, students and other professionals • Evidence of effective communication skills • Accurate and effective record keeping and report writing • Enthusiastic, imaginative and energetic approach • Sensitivity to the needs of students, parents and colleagues • Willingness to be flexible • Evidence of ability to work as part of a team and on own initiative • Evidence of good organisational skills and ability to prioritise for effective time management • Evidence of a solution focussed approach to difficulties • Calmness and emotional resilience when working with people with challenging behaviour 	<ul style="list-style-type: none"> • High level of physical fitness and stamina • Commitment to self-evaluation and continuous improvement • Commitment to CPD
Other	<ul style="list-style-type: none"> • Full clean driving licence held for 3+ years 	