

East Park

Job Description

Job Title	Bank Learning Support Worker (Workmates)
Responsible to	Workmates Service Manager
Responsible for	N/A
Working Environment	Internal/External
External Contacts	Various
Date of Last Review	October 2026

KEY RESPONSIBILITIES

- To support their participation in planned activities relating to learning, life and work • To attend reviews and other meetings, as required
- To maintain, to the required standard, relevant records • To participate in interagency working
- Provide, as required, support to Workmates Young People who are not key clients • Work collaboratively to facilitate learning; and
- Liaise with senior staff with regard to the design and delivery of learning appropriate programmes.

YOUNG PEOPLE

- Assist in the preparation and delivery of Young People's individualised time-tables.
- Record and report on individual progress.
- Support Young People's in everyday activities, including for example; College attendance, community learning, leisure activities and independent living.
- Enable Young People to develop and use personal strengths and skills
Support and assist, where required, Young People in meeting their personal care needs.
In conjunction with colleagues and/or senior staff, liaise with individual and/or agencies involved with the Young Person.

ORGANISATION

- Participate in identified staff development activities, both externally and within East Park;

OTHER STAFF

- To work collegiately to facilitate the best outcomes for Young People.
- Work collaboratively with placement students.
- Participate with managers and senior staff in:
 - performance appraisal; and
 - identification of own and team development/training needs.

GENERAL RESPONSIBILITIES

- Any other duties as directed by the Workmates Service Manager/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:

Bank Learning Support Worker (Workmates)

KEY FACTOR	ESSENTIAL	DESIRABLE
Qualifications		
Work Experience	▪ Sensitive to individual needs. ▪ Able to plan appropriate activities, take initiative and follow through. ▪ Able to demonstrate appropriate support skills. ▪ Effective communication and presentation skills. ▪ Accurate and effective record keeping. ▪ Professional approach to Young People, colleagues and other contacts. ▪ Able to work co-operatively as part of a team. ▪ Ability to plan and manage time effectively. ▪ Able to follow procedures and adhere to guidelines. ▪ Positive attitude to support, supervision and professional development. ▪ Understanding of risk management. ▪ Organised approach to work	▪ Emotional maturity ▪ Ability to work in a team and as an individual. ▪ Reflective practitioner ▪ Calmness and emotional resilience when working with young people with challenging behaviour. ▪ A good understanding of one's own abilities and limitations.
Knowledge	▪ Understanding of Young People's needs. ▪ Social care qualification or willingness to undertake (SVQ3/HNC or other SSSC approved equivalent qualification). ▪ IT skills ▪ Value other cultures and religions and have an understanding of people with disabilities.	▪ Knowledge of current policy and practice trends in relation to adult support services. ▪ Knowledge of adult protection/safeguarding principles. ▪ Experience of working with a diverse range of people. ▪ Ability to challenge discrimination appropriately.
Expertise & Skills	▪ Some experience of working with young people with physical/learning disabilities, autistic spectrum disorder and challenging behaviour. ▪ Full driving licence required to be held for 2 years and eligibility to be added to East Park insurance	▪ Experience of working with young people in a variety of settings.
Other	▪ Flexibility in work settings – may be required to visit any East Park site ▪ Commitment to continuous improvement and continued professional development	