

## JOB DESCRIPTION

### LEARNING SUPPORT WORKER (INTERN)

<b>Reports to</b>	Senior Support Worker or Team Leader
<b>Hours</b>	Monday to Friday, 09:00 - 17:00. 37.5 hours per week
<b>Annual Leave</b>	23 days (up to 4 days allocated for Christmas closure) + bank holidays

**ALL INTERSHIPS REQUIRE A MINIMUM COMMITMENT OF 6 MONTHS**

#### Job Overview

To support adults with autism and related disabilities in the attainment of knowledge and skills that will enhance their well-being, independence and social inclusion.

Jigsaw will provide comprehensive practical and theoretical training within a very friendly and supportive environment.

#### Main duties and responsibilities

- To work as part of a team providing behaviour analysis based support to JigsawPlus adult learners.
- Ensure adult learners' individual needs are met through effective personal support planning and review.
- Provide the support and care identified in adult learners' individual learning plans and curriculum folder.
- Support adult learners' participation in social, leisure, educational and employment opportunities within the local community.
- Encourage and enable adult learners to maintain acceptable levels of personal and environmental hygiene, providing personal care as necessary.
- Facilitate and support adult learners in decision making, promoting choice and involvement giving full regard to initiatives aimed at promoting individual empowerment.
- Collect, record and analyse data on the learning programmes delivered as instructed by Management and Team Leaders.
- Once trained, administer medication in accordance with Company policies and procedures, and ensure that medical emergencies are dealt with appropriately.
- Conduct TPRAS (Teacher Performance Rating Accuracy) and short observations.
- Understand and implement Health and Safety policies and Emergency and Fire procedures.
- Promote and ensure the good reputation of the Jigsaw Trust and its individual divisions.
- Adhere to all Company policies and procedures within the defined timescales.
- Undertake any other tasks which can be reasonably expected in relation to the role.
- Participate in relevant training to achieve required qualifications and attend mandatory training days/courses, on or off site, as and when required.

## PERSON SPECIFICATION

### Knowledge, skills and experience

- Experience, knowledge or interest of working in adult care and community-based services.
- Desire to help others enjoy learning and developing independence
- Minimum Grade C or Grade 4 GCSE, or equivalent, in English Language & Maths
- Comfortable working with adults who exhibit challenging behaviour and provide personal care where required.
- A commitment to on-going professional study and training.
- Confidence in maintaining confidentiality and discretion.
- An empathetic, positive can-do attitude.

### Personal qualities

#### Achieving results

- Soundly analyses verbal and numerical data.
- Contributes to improve work methods, outcomes and team performance.
- Makes efforts to optimise process workflows efficiently using technology.
- Adapts to new ideas and initiatives relevant to own area of work.
- Manages the workload and completion of tasks by setting timelines and milestones, and involving stakeholders to deliver on time.
- Invites and builds upon the ideas of others.

#### Building relationships

- Follows-up with clients during and after the delivery of services to ensure that their needs have been met.
- Ensures service is provided to clients during critical periods.
- Prioritises clients' issues and address them accordingly.
- Understands the reason behind, or motivation for someone's actions.
- Recognises what is and is not acceptable/possible at certain times given the Organisational rules, structures, decision-making bodies, power relationships, Code of Conduct and values.

#### Planning for the future

- Effectively transfers acquired knowledge and expertise
- Demonstrates initiative in professional self-development
- Explains and convinces others of the need for adaptation and change of policies, structures, and methods
- Fosters two-way trust in dealing with contacts (e.g. maintains appropriate confidentiality regarding sensitive information)

**We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment.**

**THE POST HOLDER WILL BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK**