

# JOB DESCRIPTION

## LEARNING SUPPORT WORKER (LSWI/II)

<b>Reports to</b>	Senior Support Worker/Team Leader
<b>Hours</b>	Monday to Friday, 09:00 - 17:00
<b>Annual Leave</b>	23 days (up to 3 days allocated for Christmas closure) + bank holidays

### Job Overview

You will support adults with autism and related disabilities in the attainment of knowledge and skills that will enhance their well-being, independence and social inclusion. You will support our learners 1:1 or in small groups on site at our adult centre and out in the local community, working through individualised curriculums to support holistic development and lifelong learning.

### Main duties and responsibilities

- Provide the support, care and teaching identified in learners' individual learning plans and curriculum
- Plan, prepare and deliver lessons and activities to learners supporting the development of knowledge and skills as outlined in their individualised curriculum
- Provide behaviourally based support and reduce behaviours that cause barriers to learning and quality of life
- Ensure learners' individual needs are met through effective personal care, encouraging and enabling them to maintain acceptable levels of personal and environmental hygiene, including toileting, dressing and washing.
- Support learners' participation in social, leisure and educational activities within the local community, applying theory-based learning to practice
- Support learners to access employment opportunities in the local community
- Facilitate and support learners in decision making, promoting choice and involvement giving full regard to initiatives aimed at promoting individual empowerment
- Collect, record and analyse data on learners' progress, ensuring support, care and teaching is appropriate and effective, making changes where needed
- Once trained, administer medication in accordance with company policies and procedures, and ensure that medical emergencies are dealt with appropriately
- Participate in relevant training to achieve required qualifications and attend mandatory training days/ courses, on- or off-site, as and when required
- Undertake any other tasks which can be reasonably expected in relation to the role

continued on next page

## PERSON SPECIFICATION

### Knowledge, skills and experience

- Professional, personal or voluntary experience of working with adults or young people with disabilities
- Comfortable working with adults who exhibit challenging behaviour
- Comfortable supporting others with personal/intimate care where required
- Ability to keep calm in high pressure situations
- Interest in special educational needs, specifically autism
- Passionate about helping others learn and develop skills
- A positive, patient, caring and can-do attitude
- Ability to work as part of a team and build good working relationships with learners, parents and staff
- Ability to keep accurate records and reports to track learner progress
- Confidence in maintaining confidentiality and discretion
- Willingness to learn more about autism and how best to support adult learners
- Sound literacy and numeracy skills (Maths & English Language GCSE Grade C/4 or above is desirable)

### Personal qualities

#### Achieving results

- Soundly analyses verbal and numerical data
- Contributes to improve work methods, outcomes and team performance
- 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
- Fosters two-way trust in dealing with contacts (e.g. maintains appropriate confidentiality regarding sensitive information)

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

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.