

JOB DESCRIPTION

LEARNING SUPPORT WORKER (INTERN)

Reports to	Senior Support Worker/Team Leader
Hours	Monday to Friday, 09:00 - 17:00. 37.5 hours per week
Annual Leave	23 days (up to 3 days allocated for Christmas closure) + bank holidays

ALL INTERNSHIPS REQUIRE A MINIMUM COMMITMENT OF 12 MONTHS

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 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 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 vulnerable people
- 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 keep calm in high pressure situations
- Comfortable working with adults who exhibit challenging behaviour
- Comfortable supporting others with personal/intimate care where required
- 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)

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