

JOB DESCRIPTION

LEARNING SUPPORT WORKER (INTERN)

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

ALL INTERNSHIPS REQUIRE A MINIMUM COMMITMENT OF 12 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

- Knowledge, interest or experience of working with special educational needs, autism spectrum disorders and related disabilities
- Desire to help others enjoy learning and developing independence
- Minimum Grade C or Grade 4 GCSE, or equivalent, in English Language and Maths is desirable
- Ability to work as part of a team and build good working relationships with learners, parents and staff
- Comfortable working with adults who exhibit challenging behaviour and provide personal care where required
- A commitment to on-going professional study and training
- Ability to keep accurate records and reports, and produce accurate graph data
- A positive, patient, caring and 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