

## JOB DESCRIPTION

### SUPPORT ASSISTANT (Part Time and Full Time)

<b>Reports to</b>	Team Leader
<b>Responsible for</b>	N/A
<b>Hours</b>	Monday to Friday, 9:00am – 5:00pm (Part time working is available with core hours of 10:00am – 2:00pm on days worked)
<b>Annual leave</b>	23 days plus bank holidays

#### Job overview

Based at Jigsaw Plus, you will support adult learners with autism and related disabilities with their care and support needs. You will be encouraging learning and development to help each individual reach their full potential. You will also assist the support worker team to ensure smooth delivery of each adult's care plan.

#### Main duties and responsibilities

- Support learners with the development of skills including their social and emotional development
- Prepare teaching and learning rooms/kitchens before and after lunchtimes
- Provide personal care including toileting and feeding, encouraging and enabling learners to maintain acceptable levels of personal and environmental hygiene, whilst promoting independence
- Take part in off-site activities with learners
- Contribute to the production and maintenance of appropriate learning resources, including downloading from web, printing and laminating
- Ensure centre-wide stationery is kept tidy and well resourced
- Build good relationships with the learners, support workers and parents
- Progress your personal development via practical and theoretical training
- Develop your knowledge of autism spectrum disorders and associated disabilities

### PERSON SPECIFICATION

#### Knowledge, skills and experience

- Good standard of numeracy and literacy
- Passion and interest in learning disabilities
- Comfortable working with adults who exhibit behaviour that challenges
- Comfortable supporting others with personal/intimate care where required
- An understanding and personal commitment to safeguarding and promoting the welfare of adults and young people
- A positive, can-do attitude
- Experience (professional, personal or voluntary) of working with adult and/or young adults with or without special educational needs and disabilities (SEND) is desirable

## Personal qualities

### Achieving results

- Gathers information from a variety of sources to reach a conclusion, complete a task
- Promptly and efficiently completes work assignments
- Initiates collaboration with others and spontaneously assists others in the delivery of their work
- Contributes positively to the team
- Asks for help identifying and achieving own and shared goals
- Displays a positive attitude in the face of ambiguity and change
- Organises the use of resources to meet expectations and identifies difficulties
- Shares all relevant information with others and seeks others' input

### Building relationships

- Listens actively, considers people's concerns and adjusts own behaviour in a helpful manner
- Responds to and anticipates others' needs in a timely, professional, helpful and courteous manner, regardless of others' attitude
- Strives to consistently meet service standards
- Is attentive when doing projects and assignments, or when interacting with people from different backgrounds
- Checks own understanding of others' communication (e.g. paraphrases, asks questions)
- Maintains continuous, open and consistent communication with others

### Planning for the future

- Takes advantage of learning opportunities provided (e.g. courses, feedback from supervisor or peers) to meet requirements of current job
- Fosters two-way trust in dealing with contacts (e.g. maintains 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 adults at risk. We expect all staff and volunteers to share this commitment**

**Caring   Person-Centred   Continuous Learning   Integrity   Teamwork**