

JOB DESCRIPTION

SENIOR SUPPORT WORKER

Reports to	Team Leader
Responsible for	Designated Learning Support Workers
Hours	Monday to Friday, 9.00am – 5.00pm
Annual leave	23 days (up to 4 days allocated for Christmas closure) plus bank holidays

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.
- To support the Team Leader in managing staff allocations and effective use of staffing resource.
- Mentor and train staff as required

Main duties and responsibilities

- To work as part of a team providing Behaviour Analytic based support to JigsawPlus adult learners and develop knowledge of autism spectrum disorders and disabilities.
- Monitor behaviour graphs, communication books and finance/activity logs and provide feedback to staff.
- Write daily staffing rotas, including lunch rotas, and ensuring appropriate staffing for offsite trips.
- Support Team Leaders and support workers with line managing staff and providing regular PM meetings.
- Oversee allocating vehicles on a daily basis.
- Check key worker responsibilities have been completed.
- Support the Team Leader in training new and existing staff.
- Conduct TPRAS (Teacher Performance Rating Accuracy) and short observations.
- Oversee adherence to beginning of day and end of day schedules.
- Collect, record and analyse data on the learning programmes delivered as instructed by Management Team Leaders.
- 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.
- Facilitate and support adult learners in decision making, promoting choice and involvement giving full regard to initiatives aimed at promoting individual empowerment.
- Once trained, administer medication in accordance with Company policies and procedures, and ensure that medical emergencies are dealt with appropriately.
- 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.
- 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

PERSON SPECIFICATION

Knowledge, skills and experience

- Proven experience working in adult care and community-based services.
- Completion of Care Certificate.
- NVQ/QCF Level 3 Diploma in Health and Social Care (Adults) and commitment to complete the Registered Behaviour Technician (RBT)
- Comfortable working with adults who exhibit challenging behaviour and provide personal care where required
- Familiar with working solo and 1:1 out in the community
- 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

- Accurately analyses verbal and numerical data.
- Anticipates and thinks ahead about next steps.
- Generates results by acting in a focused way and within the deadlines. finds ways to go around obstacles with minimum guidance.
- Anticipates having to adapt work methods to changing technology and environments and successfully overcomes obstacles.
- Adapts to new ideas and initiatives relevant to own area of work.
- Manages the allocation of resources in relation to business needs.
- Supports others in taking independent action

Building relationships

- Prioritises learners' issues and addresses them accordingly.
- Understands the reason behind, or motivation for, someone's actions.
- Is attentive when doing projects, assignments or interacting with people from different countries and backgrounds.
- Recalls others' main points and takes them into account in own communication.
- Listens to differing points of view and promotes mutual understanding.
- Raises compliance, ethical or other issues to protect the Organisation's reputation and obligations

Planning for the future

- Self-assesses against standards for current position to identify learning needs.
- Effectively transfers acquired knowledge and expertise.
- Demonstrates initiative in professional self-development.
- Is able to present the Organisation's priorities as they relate to own area of work
- 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 adults at risk. We expect all staff and volunteers to share this commitment

Caring Person-Centred Continuous Learning Integrity Teamwork