

# JOB DESCRIPTION

<b>EXPERIENCED LEARNING SUPPORT WORKER (LSWIII)</b>	
<b>Reports to</b>	Senior Support Worker/Team Leader
<b>Hours</b>	Monday to Friday, 09:00 - 17:00
<b>Annual Leave</b>	25 days (of which up to 3 days allocated for Christmas closure) + bank holidays

## Job Overview

You will support autistic adults in the attainment of knowledge and skills that will enhance their well-being, independence and social inclusion. You will support our learners in a variety of settings – 1:1 and 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. As an experienced member of staff, you will also support new Learning Supports Workers at JigsawPlus, including mentoring and training.

## Main duties and responsibilities

- Provide the support, care and teaching identified in learners’ individual learning plans and curriculum
- Plan, prepare and deliver sessions 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 adult learners 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 learner’s 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
- Complete key worker responsibilities of designated learners
- Complete and manage on a daily basis learner records including activity logs, adult learner finance logs and communication books and provide feedback to Senior Support Workers.
- Act as the lead when off site on trips and out in the community with large groups of learners
- Mark completed care certificates for Learning Support Workers
- Support with daily lunch rota management
- 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

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## PERSON SPECIFICATION

### Knowledge, skills and experience

- Professional experience of working in adult care and community-based services
- NVQ Level 3 in Health & Social Care
- Comfortable working with adults who exhibit behaviours that challenge
- Comfortable supporting others with personal/intimate care where required
- Ability to keep calm in high pressure situations
- 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
- Experienced in taking the lead and using initiative
- Ability to keep accurate records and reports to track learner progress
- Confidence in maintaining confidentiality and discretion
- Relevant experience of Behaviour Analysis and its application within adult social care is desirable
- Sound literacy and numeracy skills (Maths & English Language GCSE Grade C/4 or above is desirable)
- Commitment to completing CABAS® Teaching Assistant Rank within 9-12 months

### 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
- 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)

**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.