**JOB DESCRIPTION**

**Job Title Equip Project Worker (Community & College Skills Support Worker)**

**Date of issue: March 2022**

**Project Area**

Talkback provides training and support to people with a learning disability and people with autism, enabling them to speak up, make choices and have more control over their own lives.

**Job Purpose**

To support people with a learning disability in a person-centred way that enables them to achieve their individual learning aims and to deliver a range of services to promote and encourage independent living, self-confidence and lifelong learning.

**Reporting Lines and Key Relationships**

Reports to: - Project Coordinator/Senior Project Coordinator/Equip Operations Manager/ Head of Equip

**Key Responsibilities and Accountabilities**

The main responsibilities are:

**Technical Knowledge**

* To plan, create and facilitate a range of sessions, including virtually where required, to promote and encourage lifelong learning and independent living, both one to one and in groups. To be able to work in a variety of innovative and creative ways and to follow a Positive Behaviour Support approach.
* To deliver sessions in a variety of venues, including community buildings, local colleges, sports venues and our buildings in Aylesbury, High Wycombe and Amersham.
* To support students on the Equip project to reach their full potential and become as independent as possible. Thus, enabling them to live a fulfilled life by being empowered and confident.
* To evaluate all sessions and interactions in order to evidence learning, further develop session work, for individual growth and to provide contract feedback e.g. OFSTED. All evaluation reports must be completed to the prescribed standards.
* To actively support members to enhance wellbeing and ensure a safe environment at all times. To take remedial action, when required, including hygiene support and first aid.
* To build effective relationships and understand the individual’s specific needs. To ensure our interactions meet these needs and that individuals grow in confidence and skills.
* To ensure that effective communication and feedback is provided to member parents, guardians and education establishments where required.
* To understand the importance of Safeguarding and actively take appropriate steps when concerns are identified.
* To undertake any training required by the organisation, including a Level 2 Award in Understanding Behaviours that Challenge, a Level 2 Award in Skills for the Learning Support Practitioner, and the City & Guilds Level 3 Award in Education & Training.

**Behavioural Expectations**

* Demonstrate commitment and loyalty to Talkback.
* Appreciate the impact that decisions and actions have on the business.
* Fully understand internal and external contract expectations and work to ensure these are exceeded.
* Ensure that objectives or tasks are delivered on time and to an agreed standard.
* Work in a crucial front-line operational role, as part of team that delivers high quality services to a range of members.
* Be pro-active and responsive to the requirements of both members and colleague; a team player.
* Maintain own professional boundaries and the self-respect and confidentiality of all people that interact with Talkback.
* Work co-operatively and productively with others, to achieve the best results.
* Demonstrate a knowledge and interest in enhancing the lives of those with learning disabilities, mental health and autism.
* Adhere to all Health and Safety requirements.
* Self-motivated individual with strong customer focus
* Able to choose a method of communication that is appropriate and effective for a given situation, to incorporate the different mediums of listening, verbal and written.
* Understanding of, and demonstrable commitment to, Safeguarding Children and Young People and Vulnerable Adults.
* Ability to demonstrate values and behaviours suitable to work with children and young people
* Demonstrable commitment to Equality & Diversity, Child Protection, Safeguarding & Prevent showing a desire to challenge inequality and promote diversity and adhere to College Policies & Procedures.
* Uses original and creative thinking to make improvements or support the initiation of new approaches
* Work with honesty and integrity to maintain the reputation of Talkback.
* Does the right thing for the long-term success of Talkback.

**Personal Attributes**

* A minimum of 2 years’ experience within a similar position is desirable but not essential as on the job training is given.
* A GCSE pass (Grade A-C) / NVQ Level 2 or equivalent in English
* A good level of numeracy is essential and a GCSE pass (Grade A-C) in Maths, or equivalent, is preferred
* Good understanding of working with individuals with learning disabilities, mental health and autism.
* Demonstrate a consistently high standard of work and attention to detail.
* Public speaking is a strength.
* Background of supporting within a care or education environment is desirable.
* Previous experience of completing session plans, schemes of work, reports & evaluations is desirable.
* Strong numeracy and literacy skills, as you will be required to plan and evaluate sessions to a good standard.
* Good time management and the ability to prioritise your workload.
* Good working knowledge of all windows packages.
* Punctual and presentable.
* Good team player.
* Willing to learn, as ongoing training is provided.
* Effective communications with colleagues and the Management team.
* Calm temperament under pressured conditions.
* Full UK driving licence and use of a car as you will need to travel to locations across the county.
* Willingness to travel and transport members, sometimes with wheelchairs.
* Eligibility to work in the UK.
* Satisfactory DBS check.

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| **Our Safeguarding Statement**  Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.  **Rehabilitation of Offenders Act**  This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are not entitled to withhold information about convictions, which for other purposes are ‘spent’ under the provision of the Act.  We are committed to carefully screening all applicants who will work with our vulnerable members including children, young people and adults with care and support needs. All applicants are expected to undertake employment checks, a Disclosure & Barring Service check and provide previous employment references.  We expect all staff to have a knowledge, understanding of and demonstrable commitment to, Safeguarding Children and Young People (Every Child Matters) and Vulnerable Adults.  All staff must be able to demonstrate the values and behaviours suitable to work with children and young people and provide demonstrable commitment to Equality & Diversity, Child Protection, Safeguarding and Prevent. They must show a desire to challenge inequality, promote diversity and adhere to Talkback’s Policies and Procedures.  Carry out all duties with an awareness and understanding of the Safeguarding requirements within the area of responsibility. Work complies with all safeguarding policies and procedures that apply to the role. Behaviours and actions support the safeguarding of children, young people or adults with care and support needs as appropriate. |

This job description is intended to be an indication of the scope of the role, over time the role will evolve with changing requirement and technical advances. In addition to these functions employees are required to carry out such other duties as may reasonably be required.

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| Name of Job Holder |  |
| Signed by Job Holder |  |
| Date |  |