

## JOB DESCRIPTION

<b>Position:</b>	<b>College Support Assistant</b>
------------------	----------------------------------

### Kisharon

Kisharon is an ambitious provider of services for children and adults with learning disabilities in the Jewish Community located in NW and NE London. Kisharon runs an outstanding nursery and special school as well as employment, support and residential services for adults. Kisharon now also leads an innovative vocational programme for students with a variety of learning disabilities aged 18-25.

We endeavour to offer children and adults a broad and balanced Jewish and secular education, a full range of therapies, training opportunities and support in order to increase their independence and enhance their social and emotional development.

*Our vision – is that people with learning disabilities will live in a world where they have the same opportunities as their mainstream peers.*

*Our mission – is to support each unique person so they can progress, achieve independence, enjoy life and be included in the communities in which we live, through meaningful vocation and a fulfilling social life.*

### Job Purpose :

To work individually and as part of a team to:

- Provide support for students, the teacher and the college in order to raise standards of achievement for all students, to encourage students to become independent learners, to provide support for their welfare, and to support the inclusion of students in all aspects of college life and community inclusion.
- Provide person centred support, enabling people to have control over their own lives by maximising their independence.
- Comply with policies and procedures set by the organisation and regulatory bodies, such as the Local Borough and Education authorities.

### Main Responsibilities :

- Work as part of the staff team at the direction of the class teacher and Vocational College Manager to support teaching provision and students' learning and assessment.
- Under the guidance of the class teacher, Job Coach and Vocational College Manager work with individuals and groups of students in class to help them to achieve to the best of their ability.
- At the direction of the class teacher, to help to organise classroom activities, and prepare resources.
- Support the programmes for teaching of literacy and numeracy or to work to the student's ILP's, and assist students to access the full curriculum.
- Provide support for students' emotional and social development by encouraging and modelling positive behaviour, and dealing with behaviour as agreed in the students individual behaviour plans.
- Be aware of the learning and physical needs of the students being supported. There will be a daily requirement to manoeuvre students with physical disabilities, assist in physical activities, following appropriate training.

- Ensure the physical welfare of students and assist students with their physical needs as appropriate and agreed.
- Communicate and liaise with other members of college staff in order to ensure the most effective provision for students' academic, emotional and social development.
- Supervise students during break times and organise appropriate activities suitable for the students' level of ability.
- Undertake Induction Training and other training as may be required to enable you to provide the college with effective support.
- **Safeguarding of Vulnerable Adult.** Be fully aware of and understand the duties and responsibilities arising from the Care Act. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role.
- Promote the safeguarding of young people and adults.
- Ensure that the line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.
- Provide support for the students in line with their individual, person centred support plans.
- Support the students in maintaining their emotional, physical, spiritual, cultural and psychological well being.
- Uphold and promote the rights, dignity, respect and choice of the students.
- Participate in and enable the students to complete independent living skills including cleaning, tidying, supporting the students to plan meals, shop and budget appropriately, and cooking where appropriate.
- Assist the students in maintaining relationships with family, friends and the local community. Support the personal care needs of individuals where necessary and appropriate, affording dignity, respect and privacy.
- Support and assist individuals with medical/health needs, including maintaining a high level of cleanliness and hygiene, and the administering of medication subject to appropriate training. Promoting healthy life style choices including balanced diet and exercise.
- Support individuals as directed to develop and enhance their skills and learn new skills to increase their opportunities of employment.
- Complete paperwork as and when necessary, e.g. filling in MAR sheets, recording discussions from meetings, filling in petty cash sheets etc.
- Conduct key working sessions and attend other meetings on request.
- Comply with any procedures as legislated by the education authority and directed by your line manager.

- Ensure effective relationships are developed and maintained with relevant services and professionals, including health services.
- Maintain records consistent with legal requirements of the service.
- Attend and contribute to team meetings, supervisions and appraisals.
- Undertake any other reasonable duties from time to time as may be directed by the Vocational Manager, Job Coach or class teacher where appropriate.

### **Working as part of a team**

- Maintain effective working relationships and proactively liaise with and advise the Educational Vocational Instructor and Vocational College Manager and other team members
- Attend all team meetings and contribute to assessment/reviews and or individuals' progress as required
- Inform the Vocational college manager of any service deficiencies, omissions or errors in a timely and appropriate manner.
- Communicate concerns relating to the safety and well being of individuals and/or colleagues to the Vocational college manager in a timely and appropriate manner.
- Maintain effective communications with staff, parents and families by maintaining accurate records and reports, including handovers as appropriate daily log book to be completed and other documentation.
- Provide staffing cover as required by managers, and to be the responsible person on duty
- Work with professionals such as physiotherapists, speech and language therapists etc

### **GENERAL/OTHER RESPONSIBILITIES:**

- Maintain high professional standards of attendance, punctuality, appearance and conduct.
- Work within and encourage Kisharon's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
- Be responsible for own health and safety and that of colleagues in accordance with Kisharon's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Contribute to the overall ethos/work/aims of the college.
- Ensure confidentiality is maintained at all times.
- Participate in CPD and other learning activities as required.
- All staff are required to participate in the college's performance management review process following successful completion of probation.
- Ensure the service is always delivered with respect and commitment to equal opportunities
- Develop professionally as a support assistant and be willing to learn new ways of working
- Undertake to abide by and support the Kisharon religious policy
- Value the rights of people with a learning disability and understand the needs of people with a learning disability

NB: Because the duties may involve close physical contact and providing personal hygiene and intimate physical care support, the post may be restricted to either male or female applicants as appropriate.

This job description is not necessarily a comprehensive definition of the post and duties may be varied to meet the changes needs of the college. It may be reviewed at intervals and be subject to modification at any time after consultation with the post holder.

## JOB/PERSON SPECIFICATION

QUALIFICATIONS	Essential	Desirable	How this will be measured
GCSE English and Maths at Grade C or above or equivalent.	X		Qualification/certificates
NVQ 2 or equivalent qualification or experience in relevant area		X	Qualification/ certificates
<b>KNOWLEDGE AND EXPERIENCE</b>			
Knowledge and experience of epilepsy		X	Interview
Knowledge and understanding of Valuing People		X	Interview
Knowledge and undertaking of good care practice and acceptable risk taking	X		Interview
Understanding of the principles of equal opportunities & anti discriminatory practices	X		Interview
Ability to be self motivated and use personal initiative within a structured framework	X		Application form Interview
Experience of using a curriculum in an education setting		X	Application form Interview Probation
Experience working with people with visual impairment		X	Application form Interview Probation
Some basic experience of looking after or working with students with Special Educational Needs.	X		Application Form Interview Probation
<b>SKILLS</b>			
Excellent verbal and written communication skills	X		Application form Interview
Good numeracy and literacy skills	X		Application form Written test
Good observational skills	X		Application Form Interview Probation
Good use of ICT to support learning	X		Application Form Interview Probation
Ability to use initiative and have the ability to follow through on tasks.	X		Application Form Interview Probation
A proven ability to demonstrate awareness of the principles of and commitment to the promotion of equality of access and opportunity for students. To overcome obstacles/barriers to this and to support this in practice.	X		Application Form Interview Probation
High degrees of self-confidence, personal energy and dynamism	X		Application Form Interview Probation
Ability to work well under pressure and deal with stressful situations	X		Interview Probation period
Ability to show empathy and understanding towards students	X		Application form
Ability to support and participate in recreational activities and in accordance with the support plan. Ability and willingness to support swimming activity, physical exercise	X		Application form Interview
Understanding /awareness of or willingness to learn about Jewish culture	X		Application form Interview
Ability to deliver 'person centred' programmes	X		Interview
Ability and willingness to provide personal toilet,	X		Application form

hygiene and care support including intimate care and to undertake manual handling			Interview
Ability to participate in /independent living skills.	X		Application form Interview
Ability to participate in the preparation of meals	X		Probation
Ability to respond appropriately in accordance with Kisharon policy to challenging behaviour	X		Interview Probation
Strict adherence to our policy and legal obligations regarding confidentiality	X		Application form Interview
Knowledge of Health and Social Care Act	x		Interview
First Aid Training		x	Qualification certificates
Basic Food Hygiene Certificate		x	Qualification certificates
Committed to personal development	x		Probation period
Reliable and Trustworthy	x		Probation period

**KISHARON IS COMMITTED TO SAFEGUARDING THE WELFARE OF CHILDREN AND VULNERABLE ADULTS AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT.**

**This job description and job Specification has been received and agreed by:**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_