

JOB DESCRIPTION

JOB TITLE:	LEARNING SUPPORT ASSISTANT
ACCOUNTABLE TO:	SERVICE MANAGER
HOURS:	AS PER AGREED CONTRACT
LOCATION:	PETERBOROUGH

Main Purpose of Role: -

- As a Learning Support Assistant you will provide support to the group leader.
- To meet the personal, medical or physical care needs of each individual.
- You will be required to run sessions as directed
- Daily records will be required to be written
- You will ideally hold a clean driving licence (D1). Transporting individuals that use the service will be necessary. This will include picking up and dropping off at the beginning and end of each day. (21+, driving over 2 years)
- We aim to provide a wide range of activities including educational, vocational, leisure, arts and therapies. You will be expected to support within these areas.
- You will be required to take part in regular training events and meetings.
- A professional image should be exhibited at all times.
- You will need to respect confidentiality (The Data Protection Act 1998)

Key Responsibilities

- To support Session Coordinators running sessions both on and/or off site.
- To act as a positive role model to the individuals you will be supporting.
- To lead sessions as directed by the Service Manager.
- To complete session plans and any relevant documentation.
- To liaise with parents/carers on a regular basis.
- To support individuals who display behaviour that challenges, this could be directed towards themselves, staff, other individuals or their immediate environment.
- To attend regular meetings.
- To ensure an efficient, effective, safe and smooth-running environment at all times.
- To support individuals to transfer from different locations, pushing wheelchairs, using hoists, handling belts and adapted vehicles.
- To accompany individuals off site using work vehicles, driving and acting as an escort. To operate the tail lifts and to clamp / unclamp wheelchairs on to the minibuses.

- To ensure the centre and rooms are tidy and well prepared, including domestic duties such as washing and drying up.
- To attend an internal induction programme, plus training as necessary.
- To read, understand and follow company policies, risk assessments and support plans.

Additional Duties

- Support individuals during lunch and break times.
- Carry out physiotherapy programmes as necessary.
- Work as part of a diverse staff team.
- Drive minibus to transport individuals to and from service and activities (21+, 2 years driving)
- Attend all meetings.
- Meet personal, medical and physical needs of each individual.
- Attend all necessary training.

Terms and Conditions of Service

- Staff will be employed under the terms and conditions normally applicable to employees of The Helping Hands Group.
- You will be entitled to 7 weeks holiday (which includes the bank holidays) on a pro rata basis.
- The main duties of the post are outlined above, but these may be subject to review and amended accordingly to the needs of the service.
- The post holder may be required to undertake other duties as instructed by the Group Director.
- You will be required to provide an enhanced DBS check, this will be renewed every 3 years.
- Benefits of working for The Helping Hands Group include free uniform, day off on your birthday, access to an employee assistance programme and long service benefits