

JOB DESCRIPTION

JOB TITLE:	SUPPORT TUTOR
ACCOUNTABLE TO:	DEPUTY/DIRECTORS
HOURS:	AS PER AGREED CONTRACT
LOCATION:	PETERBOROUGH/WISBECH

Main Purpose of Role: -

- As a Support Tutor, you will provide support to the session leader.
 - You will need to meet the personal, medical or physical care needs of each individual that accesses our service.
 - You will be required to run sessions as directed.
 - Daily records will need to be written. These include log sheets that return home and in house logs to enable us to provide evidence to funding bodies.
 - We aim to provide a wide range of activities including educational, vocational, leisure, arts, therapies and employability.
You will be expected to support within these areas.
- You will be allocated areas of responsibility which will form part of your role. This enables you to become integral with the service we provide whilst also developing your professional skills.

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 Deputy/senior staff member.
- 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 and contribute in 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)
- You will be required to take part in regular training events and meetings.
- You may need to cover a shift on one of our other sites. 2 are situated in Peterborough and 1 in Wisbech.
- 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)

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 35 days holiday (which includes the bank holidays, those on a fixed contract) 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 Director's.
- You will be required to provide/pay for your initial enhanced DBS check, this will need to be renewed every 3 years.
- Valid Right to Work in the UK documentation will need to be brought in.
- Benefits of working for The Helping Hands Group include free initial uniform, day off on your birthday, paid breaks, refreshments, access to an employee assistance programme and long service benefits.
- You will need to respect confidentiality (The Data Protection Act 1998)
- A professional image should be exhibited at all times.