

Kehelland Trust Role Profile

Position	Educational Support Worker
Version	1
Date	June 2018
Purpose of Role:	The Educational Support Worker has day-to-day responsibility to ensure that all tasks are carried out according to the needs of the learners and undertaking all Health and Safety responsibilities for these tasks. To provide all aspects of support for your group as detailed within the Individual Learning Plans.
Reporting	
Reports directly to:	The Senior Education Support Worker
Direct accountability for the following roles:	1. Learners on the education programmes.
Accountabilities	
	<ol style="list-style-type: none"> 1. To treat people with care, respect and dignity at all times. 2. To work as part of a team undertaking all necessary checks relating to Health & Safety. 3. To assist with regular audits of Health and Safety checks and Risk Assessments. 4. To assist with quality systems and carry out education related quality audits. 5. To report and inform the Site Manager of any faults or maintenance issues relating to the internal and external horticultural/ educational areas. 6. To work at all times within the Trust's policy on the safeguarding of vulnerable adults and child protection. 7. You will need to be flexible in time and duties and location, as required by the service and individuals using the service. 8. To undertake, when required, other duties not specifically mentioned in this Role Profile that are deemed reasonable for the level of accountability. 9. To ensure that all records are maintained accurately and in line with the Trust Record Keeping Policy and Procedures.
Key Competencies	
Leadership and Management:	<ol style="list-style-type: none"> 1. Assist with the planning and implementation of changes to the core service offering. 2. To support and encourage people in their daily activities as stated in their Individual Learning Plans. 3. Manage your own resources and professional development, taking part in annual appraisal and continuing professional development. 4. To be aware of and demonstrate adherence to Policies & Procedures e.g. Code of Conduct, national legislation, Health & Safety and Safeguarding. 5. To work successfully as a member of a team supporting people using services, participating in and contributing to team meetings.
Role Specific Competencies:	<ol style="list-style-type: none"> 1. To organise own workload to ensure that deadlines are adhered to using effective time management techniques. 2. To be flexible to ensure that the service is delivered efficiently and a willingness to undertake other duties to maintain service delivery if requested. 3. Ensure that the service is Customer Focused and continually reviewed so that any improvements are quickly identified and implemented. 4. To carry out general duties of a care and support worker. 5. To have an aptitude for supporting people with their personal care and mobility needs and provide practical help with the use of care aids and equipment. 6. An ability to undertake support planning, reviews and risk assessment, making sure that these are carried out as per the Trust's Quality Management Programme.
Internal and External Communication:	<ol style="list-style-type: none"> 1. To ensure effective communication with staff, customers and external partners. 2. Evidence of the successful use of communication skills and ability to be diplomatic. 3. Evidence of an approachable manner and an aptitude for supporting people with learning disabilities. 4. To represent the Trust positively and promote the ethos of the Trust. 5. Continually promote Equal Opportunities in line with the Trust Equality and Diversity Policy.

Kehelland Trust Person Specification

Position	Educational Support Worker	
Version	1	
Date	June 2018	
CRITERIA	ESSENTIAL	DESIRABLE
Education and Qualifications	<ol style="list-style-type: none"> 1. Requirement to have knowledge of or be prepared to undertake training for the following: <ul style="list-style-type: none"> • First Aid • Manual Handling • Health & Safety • Equality & Diversity • Safeguarding, Child Protection, Prevent 	<ol style="list-style-type: none"> 1. Level 2 or equivalent teaching certificate. 2. Good level of IT skills. 3. First aid and manual handling qualifications. 4. Safeguarding Training.
Previous Experience	<ol style="list-style-type: none"> 1. To be able to demonstrate knowledge and experience of working within a care/ support setting. 2. To be able to demonstrate knowledge and experience of working within an educational setting. 3. Experience working with people with learning disabilities/ physical disabilities. 	<ol style="list-style-type: none"> 1. Experience of Safeguarding Adults and Child Protection policies and procedures. 2. Previous teaching experience. 3. Previous care experience. 4. Horticultural experience.
Knowledge	<ol style="list-style-type: none"> 1. Knowledge of Individual Learning Plans. 2. Experience in the completion of Needs Assessments, Care Plans and Risk Assessments. 3. Commitment and understanding of Equality and Diversity. 4. To be able to understand data effectively. 5. Demonstrates ability to read and write routine reports and records. 	<ol style="list-style-type: none"> 1. Previous experience and/or knowledge of working with a charity.
Skills	<ol style="list-style-type: none"> 1. Able to work using own initiative and accept responsibility for own decision making. 2. Ability to plan and prioritise own workload. 3. Ability to cope well under pressure. 4. Be prepared to undertake personal development and training opportunities. 5. Excellent communication skills. 	<ol style="list-style-type: none"> 1. Demonstrates ability to input information using a computer.
Other	<ol style="list-style-type: none"> 1. Subject to a clear DBS list check. 	<ol style="list-style-type: none"> 1. Full driving license. 2. Access to own car.