

## Support Staff – Work and Education Services

### Full-time

£8.91 per hour (aged 23+)

Monday – Friday 7:30-3:30pm or 8:30-4:30pm depending on rota requirements

We are looking for a friendly, adaptable, committed and experienced member of staff to join our Work and Education Services at The Lodge Trust.

#### Duties include –

- To provide support and coaching for an individual or a group of people with learning disabilities to enable them to develop specific work skills
- To assist in the assessment of an individual's needs and capabilities, breaking down work processes to meet those needs
- To support individuals in accessing community based activities such as college course, shop, horse riding, medical appointments etc.
- To assist individuals, as necessary, with personal hygiene, visits to the toilets and other personal care tasks

An element of flexibility is required for this post,  
Including cover for holidays and other absences.

The Lodge Trust is a non-smoking organisation.

**Application pack** is available at [www.lodgetrust.org.uk/vacancies](http://www.lodgetrust.org.uk/vacancies)

**Apply by email with a CV and covering letter explaining how you fulfil the Job Description and Person Specification.**

**Application closing date – Midday on Thursday 1<sup>st</sup> July 2021**

Interview dates to be arranged

Email: [k.hurst@lodgetrust.org.uk](mailto:k.hurst@lodgetrust.org.uk)

29/04/2021

Dear Applicant,

Thank you for your interest in the opportunity to become **Support Staff in Work and Education Services** at the Lodge Trust. Please find enclosed the job description and person specification relating to the position.

The Lodge Trust is situated in a rural setting in the small Rutland village of Market Overton. Further background information explaining the work of the Lodge Trust and an application form may be downloaded from [www.lodgetrust.org.uk/vacancies](http://www.lodgetrust.org.uk/vacancies)

If you are interested in applying and would like to know more about us or the role please email me and we can arrange a telephone call. Otherwise, drawing upon your experience, knowledge, skills and abilities, please write or email to explain how you fulfil the below requirements of the Job Description and Person Specification. Experience may be gained through paid or voluntary work or work in the home.

I look forward to hearing from you.

Yours faithfully,

*Kathryn Hurst*

Work and Education Services Manager

<b>Job Title</b>	<b>Support Staff – Work and Education Services – Job Description</b>
<b>Responsible to</b>	Work and Education Services coordinator
<b>Staff Reporting directly to this post</b>	None
<b>Service Aims</b>	The Lodge Trust aims to provide services for adults with learning disabilities which promote Christian virtues and values. The staff group will support Service Users to develop their potential, encouraging them with appropriate support to develop all aspects of their individuality.
<b>Role</b>	<ul style="list-style-type: none"> <li>• To provide support to an individual or a group of people with learning disabilities</li> <li>• To support residents in outings and other Work and Education Services activities</li> <li>• To support the events and developments of the organisation</li> </ul>
<b>Responsibilities and Duties</b>	<p><b>Service Users:</b></p> <ul style="list-style-type: none"> <li>• To provide support and coaching for an individual or a group of people with learning disabilities to enable them to develop specific work skills</li> <li>• To assist in the assessment of an individual's needs and capabilities, breaking down work processes to meet those needs</li> <li>• To support individuals in accessing community based activities such as college course, shop, horse riding, medical appointments etc.</li> <li>• To assist individuals, as necessary, with personal hygiene, visits to the toilets and other personal care tasks</li> </ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>• To liaise with the team leaders to ensure mutual support is provided and combined skills are used for the benefit of the service user</li> <li>• To work as a member of the Work and Education Services team in support of the service users and delivery of an overall service</li> <li>• To be flexible and respond to different situations with sensitivity and understanding as the support needs change</li> </ul> <p><b>Work Area:</b></p> <ul style="list-style-type: none"> <li>• To provide high quality service</li> <li>• To ensure the work areas and store areas are kept clean and tidy</li> <li>• To support Lodge Trust events</li> </ul> <p><b>Health and Safety:</b></p> <ul style="list-style-type: none"> <li>• To implement all aspects of the H&amp;S Policy as applicable to the work areas</li> <li>• To ensure a safe working environment at all times</li> <li>• To maintain necessary H&amp;S records</li> </ul> <p><b>Administration:</b></p> <ul style="list-style-type: none"> <li>• To maintain appropriate records</li> <li>• To attend relevant meetings, e.g. Lodge Meeting, Work and Education Services Meetings, etc.</li> <li>• To advise the Work and Education Services Deputy Manager on the needs for new or upgrading of equipment and facilities</li> <li>• To maintain confidentiality as required</li> </ul>
<b>Entitlements</b>	<ul style="list-style-type: none"> <li>• Holidays – see Staff Handbook</li> <li>• Terms and Conditions and Salary – see Letter of Offer</li> </ul>

Job Title	<b>Support Staff – Work and Education Services – Person Specification</b>	
	<b>Essential</b>	<b>Desirable</b>
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>• Care Certificate or must complete this within 12 weeks</li> <li>• Level 2 Diploma in Adult Care or prepared to work towards the qualification Accredited/Appointed</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid qualification</li> <li>• Food hygiene qualification</li> <li>• Able to drive and in possession of a clean full UK driving licence for more than 2 years</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Worked effectively in a team</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of learning disability</li> <li>• Experience in leading a team</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Able to use IT effectively</li> <li>• Able to support service users in various team settings</li> <li>• Able to support service users in a person centred way</li> <li>• Able to advocate for people with learning disabilities</li> <li>• Able to manage and motivate a team of people with learning disabilities</li> <li>• Aware of Health and Safety implications and responsibilities</li> <li>• Able to work under pressure</li> <li>• Able to use initiative, make decisions and respond appropriately in an emergency</li> <li>• Able to work as part of a Work and Education Services team</li> </ul>	<ul style="list-style-type: none"> <li>• Able to administrate and plan</li> <li>• Able to carry out Risk Assessments</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Able to accept the ethos of The Lodge Trust</li> <li>• Able to agree to the work ethic of The Lodge Trust</li> <li>• Able to maintain confidentiality</li> <li>• Willing to learn</li> <li>• Flexible in approach to change</li> <li>• Flexible in being able to cover for absence of other team leaders</li> <li>• Physical and mental health acceptable for the role</li> <li>• Reliable and punctual</li> <li>• Able to work as a part of a team</li> <li>• Able to respond with patience and kindness towards service users</li> <li>• Reliable and punctual</li> <li>• Possess a good sense of humour</li> </ul>	