

## JOB DESCRIPTION

JOB TITLE:	Gateway Programme Independent Living and Practical Skills Learning Assistant
DEPARTMENT:	Education
RESPONSIBLE TO:	Gateway Programme Independent Living and Practical Skills Learning Assistant
FIELD OF PRACTICE:	Practical Skills and Therapeutic Education (Field 2 and 4)
SALARY/ GRADE:	£13,379.2- £15,643.6- pro rata actual salary range
HOURS:	40Hours per week, 37 weeks

### Overview Vision and values

The post holder of the role of Gateway Programme Independent Living and Practical Skills Learning Assistant will work under the supervision of a Gateway Programme Independent Living and Practical Skills Tutor to support the learning and development of a small number of post-school age learners (16-25 years old) with complex needs to develop their independence through the increase of their ability to communicate, regulate their emotions, process sensory information, form and maintain relationships, and care for themselves in the residential environment and in the community, along with the development of their functional skills and accredited learning. The needs of the learners include health needs such as epilepsy and visual impairment, non-verbal communication, and personal care.

The Gateway Programme is delivered on the Sunfield grounds, consisting of 58-acres of farms, gardens, and woodlands, and in the community through practical and experiential activities. The programme is registered through Glasshouse College and Gateway team will liaise closely with the programme lead at Glasshouse College. The post holder will work as part of team of learning assistants, led by a tutor, and will work closely with the residential home manager of the residence of learners, located on the Sunfield site.

The post holder will be expected to support, embrace, articulate and work with Sunfield's vision, values and purpose, which is drawn from a long history of appreciation and integration of Rudolf Steiner's insights into human development. They will braid this insight into practical, purposeful and therapeutic education programme that supports the physical, emotional and spiritual development of the children and young people who attend Sunfield. In addition, the post holder will help Sunfield to support our families and carers, and look to advance the public understanding through education and research.

### LIASON

To liaise with all staff employed by the Sunfield, Glasshouse College, Ruskin Mill Trust, professional bodies, external consultants, and any outside bodies as and when required.

### JOB PURPOSE

- To offer specific and specialist educational support to a Tutor in the delivery of a therapeutic education to a number of students
- Facilitate learning, care and welfare in a variety of different environments to support the day curriculum.
- To support the provision of a nurturing, tidy, safe, warm environment which does not feel institutionalised and that meets the specific sensory and behavioural needs of each student.
- Work closely as part of a team of learning assistants to plan and deliver individualised and differentiated learning programmes consisting of the areas of EHCP outcomes, accredited qualifications, independent living and travel skills, and functional skills in the areas of English and maths.
- To deliver learning programmes through practical and experiential activities in the natural environment and in the community.
- To ensure that learner realised their potential to be part of and contribute to their community.

## STATEMENT OF RESPONSIBILITIES

### **Craft and Functional Skills**

- To work closely with the tutor in session to progress students towards their short, medium and long term outcomes
- To assist the tutors in planning sessions to differentiate for the range of students under that Tutor's remit in order to progress each student educationally as well as to mitigate safeguarding risk.
- To follow the tutor's instructions in relation to planned activities
- To assist the tutor to monitor and record student progression in relation to their short, medium and long term targets
- To assist the tutor in feeding into the data capture behind student progression
- To assist the tutor in feeding into the assessment process
- To communicate consistently, openly and frequently with relevant parties in helping students to progress educationally towards their targets.
- To communicate consistently, openly and frequently with relevant parties in helping students to mitigate safeguarding risk as an educational outcome in line with the 'three stage process'
- To work closely with the assigned tutor to understand both the therapeutic and educational aspect of the particular craft in order to utilise within the differentiated lesson planning
- To embed PSTE within all lesson plans to address the differing student needs in each session
- To work closely with students in line with the sessions plan in order to progress students towards all outcomes
- To lead sessions when needed in the absence of the tutor with the appropriate support from support staff and management

### **Qualification Coordination**

- Assist in the planning of suitable qualifications for learners and identify access points to introducing relevant qualifications to support the students learning objectives and EHCPs
- Work with the internal qualification team within the Trust to quality assure the portfolio work and work completed by the students
- Deliver and assess qualifications (award, certificate, and diploma) up to Level 2

### **Independent living and travel skills**

- Support the planning and delivery of a programme of independent living and travel skills in liaison with the care team in the learners' household.
- Help the team to design activities that enable learners to extend their learning into the community, including trips to shops, cafes, and the Glasshouse College site.

## Communication, behaviour, and personal care

- Work with the Gateway team, care staff, and therapy team to draft, update, and deliver a programme of positive behaviour support for all learners.
- Collaborate with the Speech and Language Team, external professionals, and the Sunfield team around the learner to ensure that each young person's communication programme meets their developing communication needs.
- Where necessary assist the young people with personal care
- Ensure that each learner is cared for so that their personal dignity and health and wellbeing is maintained.

## PROFESSIONAL DEVELOPMENT

- Participate in arrangements for the supervision and appraisal of your own performance.
- Take responsibility for improving your own professional development by keeping abreast of current best practice and through appropriate professional development, responding to advice and feedback from colleagues. Keep abreast statutory frameworks which set out our professional duties and responsibilities and upskill the home team accordingly.
- Participate in arrangements for their own further training and professional development including (but not limited to) Safeguarding, Safer Recruitment, HR Policy, Reflective Supervision and CALM (behaviour management) training.
- Learn how to access a range of resource material to support your own and other's professional development and learning

## SAFEGUARDING

- Work with the other members of the Sunfield team to ensure there are effective welfare and protection processes in place and these are followed in accordance with the Sunfield safeguarding policy and procedures
- Read, understand and adhere to the Sunfield safeguarding policy and procedures.
- Staff to be made aware of what action to take if they have a concern about the conduct of a colleague, the home manager or any member of staff employed at Sunfield and how to report these in accordance with the Sunfield policy and procedures.
- Operate safer recruitment principles, by being actively involved in the recruitment process, including ongoing vigilance.
- Ensure all staff are aware of the NSPCC Whistleblowing Helpline.

## OTHER PROFESSIONAL REQUIREMENTS

- To reflect the philosophy of our Mission Statement in their everyday practice.
- To attend and participate in staff in-service training days as directed.
- To participate in work related continued professional development (CPD) and supervision programmes and develop professional and personal skills to achieve agreed targets.
- To work co-operatively with other staff within the Sunfield team.
- To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
- To be responsible for the care and development for your working area.
- May, from time to time be required to work additional hours as shall be necessary to discharge properly your duties and responsibilities outlined in this job description.
- To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.
- **Safe Working Practices for Adults working with Children** - It is the responsibility of each employee to carry out their duties in line with Sunfield Childrens Home culture of safe working practices for Adults working with children and young people and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for. To comply with all the policies and procedures of Sunfield including the Sunfield Safeguarding (Child Protection) Policy and Procedure.

- **GDPR and Data Protection Act** - The post holder is required to comply with the above legislation and maintain awareness of Sunfield's policies and procedures relating to GDPR 2018 and Data Protection Acts. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.
- **Equality and Diversity** - The post holder will be required to comply with and maintain awareness of Sunfield Children's Home policies relating to Equality and Diversity.
- **Health and Safety** - The post holder must at all times carry out his/ her responsibilities with due regard to Sunfield Children's Home policy, organisation and arrangements for Health and Safety at Work.
- **Flexibility** - All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Children's Services. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate Trades Unions.

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Sunfield is continually striving to improve their provision, therefore duties may vary with time, but will always be of a level commensurate with salary. This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

**PERSON SPECIFICATION**  
**Gateway Programme Independent Living and Practical Skills Learning Assistant**

ESSENTIAL	DESIRABLE
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• GCSE or equivalent English and Mathematics at Grade C or above.</li> <li>• Full, clean driving licence.</li> <li>• Evidence of commitment to own continuous professional development.</li> <li>• Certificate or diploma in education and training or willingness to work towards.</li> </ul>	<ul style="list-style-type: none"> <li>• Ideally holding a teaching qualification or willingness to undertake this</li> </ul>
<b>Experience/ Knowledge</b>	
<ul style="list-style-type: none"> <li>• Experience of working with young people within special education, ideally with severe learning disabilities and profound autistic spectrum disorder.</li> <li>• Experience of working in an area relevant to the area of learning assistant.</li> <li>• Well organised and experience of managing a diverse workload and meeting deadlines</li> <li>• Experience of Child Protection and Safeguarding Management.</li> <li>• Experience of EHCP planning programmes in line with outcomes and qualifications and contribute to and follow behaviour support plans or desire to learn how to do so.</li> <li>• Working knowledge of supporting an Ofsted inspection or desire to learn how to do so.</li> <li>• Commitment to creating an environment which respects a person's independence and encourages their individuality.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an educational environment supporting the delivery of education</li> </ul>
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>• To have a good working knowledge of the monitoring, assessment, recording and reporting for young people.</li> <li>• The ability to build effective relationships young people, parents/ carers, colleagues and the wider community.</li> <li>• To be able to work creatively and sensitively with young people with complex needs.</li> <li>• Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate).</li> <li>• Adaptable and shows Initiative</li> <li>• Deal successfully with situations that may include tackling difficult situations and conflict resolution.</li> <li>• Requirement to develop the skills associated with the area that you are supporting</li> </ul>	

<p>(i.e.biodynamics if you are working in horticulture, on the farm etc or trainings associated with glass) These Trainings may be outside your normal working hours, and may involve overnight stays, however these will be agreed with you in advanced.</p>	
<p><b>Other</b></p>	
<p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> <li>• Equality of opportunity</li> <li>• The values and vision of Sunfield and Ruskin Mill Trust.</li> <li>• High quality, stimulating learning environment</li> <li>• Relating positively to and showing respect for all members Sunfield and its wider community</li> <li>• Ongoing relevant professional self-development</li> <li>• Safeguarding and child protection</li> </ul>	