

Bank worker

Role description & person specification

Please send a CV and a covering letter outlining your interest in PiP, your understanding of the role and its responsibilities and why you would be a good match for us. You should also supply us with the contact details of two referees, one of which must be your current or most recent employer.

Title: Bank Learning Support Assistant

Accountable to: PiP Managers

Accountable for: PiP Students

Working hours: Agreed on a shift by shift basis

Salary: £11.95 p/h

Summary: Sessional Workers support PiP students, adults with learning disabilities, to access learning and development sessions across four pathways:

- Independent Living Skills
- Employment and Training
- Health and Wellbeing
- Creative and Performing Arts

The role of a Bank Staff Sessional Worker is to support us during peaks in delivery, holiday cover, after-hours, weekends and ad/hoc work.

You will be responsible for supporting sessions and activities to ensure the provision of high-quality learning and development for our students, working closely with students in small groups and providing 1:1 support to ensure they can actively participate and engage in sessions, giving them maximum opportunity to learn and develop.

Through our Bank Worker scheme, shifts are offered according to service needs and your availability. Most shifts are for a whole day and on occasion we have half day shifts. Bank Workers are free to take up or decline each shift offered. Please be aware that there are no guaranteed hours of work as a Bank Worker. The Bank Worker contract is not permanent or fixed.

DUTIES AND RESPONSIBILITIES

Supporting adults with learning disabilities and neurodevelopmental disorders to participate and engage in a flexible programme of learning and development and achieve their ambitions.

- Working with students in small groups and 1:1 settings
- Monitoring student progress and completing our in-house monitoring and evaluation tool.
- Engaging students in health and wellbeing activities
- Escorting students to external/community based activities to support them to achieve their ambitions
- Supporting students to better engage and participate in the local community
- Supporting students to participate and engage in programmes during holiday programmes.
- Ensuring best practice with safeguarding and health and safety taken into account in all work
- Shadowing PiP staff and learning the approach to session delivery
- Acting under guidance and instruction to support learning sessions in a person-centred way

- Promoting best practice by working within (and contributing to) the framework of PIP's policies and procedures
- Undertaking such other duties and tasks that fit with the wider work of the organisation.

PERSON SPECIFICATION

Experience and Knowledge	Essential	Desirable
Working with people with learning disabilities or a similar client group	X	
Experience of supporting educational or group activities		X
Understanding of and commitment to a person-centred approach	X	
Understanding of the risk assessment process, and development of strategies to tackle identified risks		X
Knowledge of Safeguarding of Vulnerable Adults (SOVA) processes		X
Supporting service users in a variety of settings, both internal and external for example in the classroom, at home, in the community, at work and on public transport		X
Skills and Abilities		
The ability to communicate effectively, both verbally and in writing	X	
Can support high quality learning sessions for adults with learning disabilities	X	
Able to establish and maintain professional relationships, with a wide variety professionals and carers	X	
Effective and meaningful communication with students with complex communication needs	X	
Can communicate in Arabic or French		X

PERSONAL ATTRIBUTES

- Passionate:** about empowering adults with learning disabilities and neuro-developmental conditions
- Committed:** to the aims and values of PIP: we expect all staff to uphold and reflect the ethos of the Centre and all its work.
- Hardworking:** as a small charity, our success depends on the hard work of all our people.

- D. **Creative and resourceful:** Ability to work with students with a range of learning, behavioural and communication needs
- E. **Practical:** as part of a small team, you will need to have a positive collaborative outlook and the ability to work across the organisation and with external stakeholders to achieve results.
- F. **Confident:** at ease interacting with the public, partners and delivering good customer service
- G. **Approachable:** an open, friendly approach is critical to the team spirit of our small staff and to be sensitive to the needs of minority and vulnerable groups.