

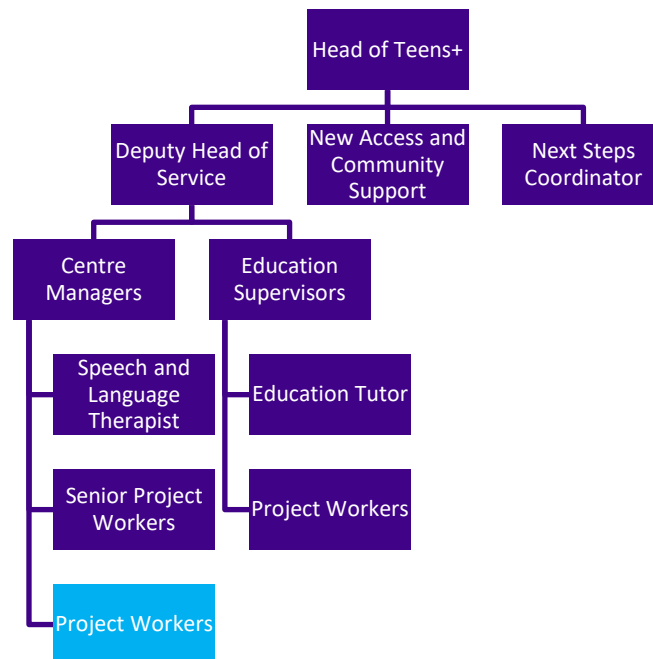
JOB DESCRIPTION

PROJECT WORKER

Purpose of the role

In conjunction with the Centre Manager and the education team, facilitate the delivery of a Transitional Education Programme to young people described as having complex communication needs, learning disabilities and/or autistic spectrum disorders and associated complexities.

Organisational position



Principal duties

Service Delivery – Delivery of the Transitional Education Programme:

To deliver a transitional education programme, using a range of methods, to enable students to achieve their education goals and develop their life skills;

To work within each student's individual learning plan;

To develop tailor made education sessions and resources;

To help students develop as much independence as possible in all the activities undertaken;

To support students with personal care with dignity and respect

To report on activities undertaken and progress.

Operate as a keyworker, including the following:

- Create a working file and regularly assess/update (approximately every 3 months)
- Assist with the creation and implementation of lesson plans with their key students;
- Attend regular review meetings;
- Monitor and evaluate the support provided to students.

Relationships with Stakeholders:

Foster and maintain good working relationships with internal and external stakeholders including but not limited to the following:

- Parents/carers
- Colleagues
- Volunteers and Interns
- The local community
- Other agencies as appropriate.

Management of Staff:

None

Financial Responsibilities:

Handle financial transactions ensuring all paperwork is up to date and accurate

Administration and Safety Procedures:

Ensure all policies, procedures, processes and systems are adhered to;

Ensure all risk assessments and food allergy paperwork is accurate and up to date;

Ensure all paperwork relating to medication is completed, up-to-date and accurate as appropriate;

Participate in team meetings and supervision sessions to maintain the quality of the service provided; and

Report any areas of concern to the Centre manager.

General

All staff will be given the opportunity to develop and gain qualifications in areas such as food hygiene, PEG Feeding, Autism and challenging behaviour.

Key Metrics

Education and support delivered to students in line with their Individual Learning Plans, and in line with organisational policies and values. All compliance information up to date.

Feedback from line manager and colleagues.

Values

Our people and our values are most important to us, so any member of our team must understand and live these values:

Tailored – We always put people at the centre of our work.

Humour – Great things can be achieved when we are happy and have fun.

Resilient – Flexibility, confidence and creativity turn challenges into opportunities.

Integrity – Passion and professionalism are vital for all involved in our organisation.

Value – Everybody deserves respect and we are enriched through our differences.

Empathy – Compassion and care are in everything we do.