

Job Description – Independent Living Support Worker

Role Title: Independent Living Support Worker	Salary: £20,902.83 - £21,306.19 pro-rata for part time roles Actual Salary: £6,779.30 - £6,910.12 Additional sleep In: £12.00 per hour (8.5 hours every 2 weeks)
Normal Place of Work: Ashley Down Independence Training Facility	Line Manager: Ashley Down Independence Training Facility Manager
Normal Working Hours: 12 hours Sunday 16:00 -22:30 Monday 17:00 -22:30	Responsible For: No Line Management Responsibilities

Purpose of role

As an Independent Living Support Worker, you will support students to develop their independent living skills at our Ashley Down independence training facilities. Our independence training facilities house students with learning difficulties and disabilities who want to live independently/semi-independently and are attending a college study programme.

You will work as part of a team to promote a positive experience and support students to work towards the “Preparing for Adulthood” outcomes;

- Employability
- Independent Living
- Health
- Community Inclusion

Our Approach

The College adopts a people-first approach. This provides a highly supportive, flexible approach to enabling everyone to excel within their roles and to reach their full potential. You can expect the following:

- The 'Right to Disconnect' from work outside of your normal working hours
- A supportive, highly utilised hybrid working policy
- An Aspiring Leaders programme open to all
- Management Academy for all management roles covering management skill and internal processes
- Welfare Rooms at all our sites for professional breakout and relaxation spaces
- A bespoke programme of recognition, reward and celebration for colleagues throughout the year to recognise your hard work.

Inclusivity and equality of opportunity is core to our College community and we expect everyone to display our values. Our students come from diverse backgrounds and the communities we serve are diverse too. The College employs great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our College community stronger. So, do our values speak to you?

- **Boldness:** We will innovate and take risks for the benefit of our students, communities and employer stakeholders.
- **Respect:** We will work and learn in an environment of mutual respect, valuing diversity.
- **Inclusion:** We will be ambitious for all of our students, colleagues and stakeholders.
- **Sustainability:** We will commit to sustainable practices and green skills delivery.
- **Teamwork:** We will work collaboratively, and our teamwork will deliver high performance.
- **Openness:** We will be open to new ideas, perspectives, cultures and learning experiences, creating an inclusive and welcoming environment.
- **Learning:** We commit to lifelong learning, continuously striving for knowledge, skills, and innovation.

College Benefits for self-care: Quick Reference

- two-week Christmas Closure without the need to use your holiday allowance
- paid time off for volunteering in the community
- cross-college and individual professional development opportunities all year round
- family and lifetime friendly policies such as flexible working, paid time off for fertility treatment, menopause support, and a variety of online shopping discounts available.

Full details on all our employee benefits can be [found here](#).

What will the job entail?

- a) As an Independent Living Support Worker, you will support our students to develop independent living skills such as carrying out day to day house hold tasks, preparing healthy meals, encouraging high levels of personal care and hygiene, staying safe in all aspects of life, managing budgets, shopping and developing healthy relationships with peers.
- b) You'll provide a supportive and caring environment for students and promote their social and emotional wellbeing.
- c) Supporting students by using a person-centred approach and adopting the social model of disability.
- d) Ensuring learners have access to support when needed.
- e) Providing opportunities for learners to develop social and communication skills. This will Include working with other students, visiting friends and family, participating in social activities at the centres and within the community.
- f) Supporting learners to travel independently for both college and social purposes and to take travel arrangements into consideration when planning their schedule.
- g) Ensuring Health and Safety Regulations are adhered to at all times, including observing students taking medication and maintaining accurate records.

- h) Ensuring safeguarding procedures are followed.
- i) Contributing to the recording of student progression and identify areas for development.
- j) Undertaking keywork responsibilities which include, weekly 1:1 sessions, attending EHCP annual reviews, giving feedback to family members, college staff and key professionals.
- k) You'll actively participate in regular team meetings, professional development events and training.

Who will I work with?

Team working is a key part of working in a college. These are the key teams and individuals you will work with in this role.

Independence Training Facilities Leadership Team	You will be supported by the leadership team to carry out student support, plan and undertake key work session along side receiving 1:2:1 sessions and annual appraisals
Independent Living Support Workers	Working alongside a team of support workers ensuring students needs are met, monitoring and logging key shift data and contributing to shift hand over information

There are some other things that we are all responsible for, whatever your role. These are;

- Being a champion and advocating for Equality and Diversity throughout College and behaving in a manner that displays British Values.
- Embedding safeguarding into your / your teams working practices and escalating any safeguarding concerns immediately in line with the College's safeguarding policy. All new employees to the College are required to complete and obtain an enhanced DBS disclosure. Further information will be sent to all prospective colleagues as part of the application process.
- Embedding Health and Safety best practices and ensuring a safe working environment for everyone, according to the Health and Safety at Work Act.
- Modelling and promoting high expectations in and around the College
- Actively participating in your appraisal, contributing to a culture of self-reflection, wellbeing and professional growth
- Representing and promoting the College internally and externally and acting as an ambassador
- Promoting the College's student first ethos by supporting at College open events to provide a quality experience for perspective students
- Engaging in implementing changes and promoting innovation as this is actively encouraged
- Undertaking other reasonable duties commensurate with the level of your post.

Person Specification

Shortlisting is completed by hiring managers against the Person Specification criteria. Please ensure you demonstrate in your application how you meet the Person Specification criteria outlined below to ensure your application has the best chance of success at shortlisting stage.

	Essential	Desirable
Qualifications		
Educated to level 2 or equivalent (GCSE 5 A* - C) and a willingness to undertake a relevant Level 3 Qualification through Partners In Bristol	✓	
A recognised academic, professional or specialist qualification in an aspect of health and social care, additional support, youth work, mentoring, support/guidance or willingness to undertake.	✓	
Knowledge and Experience		
Evidenced experience of working with people with learning disabilities and their families.	✓	
Experience of working in residential provision.		✓
Experience of mentoring or key working students.		✓
Knowledge and experience of health and safety.	✓	
Knowledge and experience of safeguarding.	✓	
Knowledge and experience of EHC plans and attendance of annual reviews.		✓
Experience of working with people with behaviour that challenges.	✓	
A clear understanding of barriers that impact on student participation, and how to tackle such barriers.	✓	
A working knowledge of the Social Model of support.	✓	
Experience of having assessed individuals and created learning plans.		✓
Skills and Abilities		
Effective teamwork skills.		✓
Ability to promote a first-class person-centred approach to additional support.		✓
Ability to work effectively and complete tasks in a timely fashion.		✓
Commitment to self-development and the development of others.		✓
Excellent level of verbal and written communication skills and numerical skills.	✓	
Demonstrate a commitment to the inclusion of people with learning disabilities in all aspects of college and community life.	✓	
Ability to commit to the college values, in particular around embracing diversity and the welfare of students.	✓	
Ability to form and maintain appropriate relationships and personal boundaries with students with disabilities and their families.	✓	
Ability to use IT at a level commensurate with job role.		✓

Ability to motivate students.		✓
Excellent problem-solving skills.	✓	
A proactive and resilient attitude to work.	✓	
Ability to work accurately at pace.	✓	
Sensitive and empathetic to the needs of the students.	✓	
A flexible attitude to working.	✓	