**Job Description**

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| Job Title: | Skill Centre Co-ordinator |
| Reporting to: | Head of Adult Skills |
| Location: | Orchard Manor Skill Centre |

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| **Main Purpose** |
| You will work with the Skill Centre Team to support young people to access high quality and structured sessions delivered within the Skill Centre and local community. The post holder will oversee a team of Support Workers to enable them to maintain a stable, happy, caring and learning environment that puts the health, safety and welfare of our young people first. The post holder will also directly support young people who may have a combination of learning, physical, emotional and/or associated disabilities to access their individual timetable of activities and achieve their agreed aims and objectives within their Personal Development Plan. The post holder will also support the transition of young people, following agreed transition plans. |

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| **Key Accountabilities** |
| The role has responsibilities that focus on three areas:  **Quality**   * To provide individualised, purposeful support to young people, enabling them to lead their lives as independently as possible. * Through own practice, coaching and mentoring ensure that high quality, structured, real and meaningful day time activities are delivered that enable the young person to achieve aims, objectives and aspirations.   **Relationships**   * Support the positive management and development of a team through effective communication, mentoring and coaching while working directly with the young people. * Act as a role model and support the development and improvement of individuals and team practice. * Support training and development of the team, particularly development towards QCF and other mandatory training. * Work collaboratively and positively with colleagues, young people, their families and other stakeholders. * Promote and secure an excellent reputation for Aurora within the local area.   **Performance**   * Adhere to all policies and procedures and ensure that these are understood and followed by team members * Work in a safe, responsible and consistent way. * Support the process of reviewing and managing the team’s performance via feedback to the Head of Adult Skills and by supporting performance and quality of care during the day. |

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| **Key Duties** |
| **General**   * Undertake specific jobs as delegated by the Head of Adult Skills. * Ensure effective communication across the team, overseeing and completing daily records, communication diaries and internal communication book * Lead and direct a team of support workers to ensure the needs of the young people attending the Skill Centre are met * Liaise with the Skills Tutors and Therapists to ensure an understanding of session activity to enable appropriate deployment of support staff and therapists * Liaise with the Duty Manager to ensure appropriate levels of support staff for session and any additional requirements needed e.g. 2:1 support for community activity, drivers, rebound or hydro trained staff * Oversee the daily deployment of support workers within sessions ensuring appropriate staffing levels to facilitate learning and development, including redeployment of staff to the residential service as appropriate   **Quality**   * Ensure that the young people are at the heart of everything we do. * Enable young people to carry out all the tasks involved in their daily life. This may include:   + Supporting people with timetabled activities including community based activities,   + Ensure accurate reporting and recording of aims and daily activities for all young people   + Supporting with personal care (eg washing, bathing, shaving, going to the toilet)   + Raise concerns with the Head of Adult Skills relating to individual aims and timetabled activities   + Work with the therapy team to ensure appropriate levels of support are available for therapy sessions * Ensure that the team have a good understanding of the behaviour of the young people and the policies and procedures in place to support positive behaviour. Oversee correct practice for behaviour management and the reporting and recording as required. * Ensure that the medical needs of the young people are met at all times including the administering and recording of prescribed medication as agreed in individual plans and in accordance with company policy and establishment procedure. * Facilitate the learning of new and maintenance or transfer of skills with the young people by supporting the development of people’s potential in structured sessions * Develop the service and themselves through service reviews, performance management processes, staff meetings and learning and development opportunities. * Communicate with Duty Managers about the day to day activities for Orchard Manor residents attending the Skill Centre and report concerns when any difficulties arise. * Communicate with families and carers about the day to day activities for young people attending the Skill Centre and report concerns when any difficulties arise. * Raise appropriate and important issues or concerns in a timely manner with the Head of Adult Skills suggesting ways in which they could be addressed. * Work safely and ensuring contractual and regulatory compliance so the young people, their families and carers can trust, feel safe and have confidence in the support provided. * Ensure that any problems with the safety and condition of the building, equipment and fittings and fixtures are reported to the Site Manager and Maintenance Team.   **Supporting Leadership and Management**   * Take responsibility for the shift including making decisions regarding staffing levels and allocation in the absence of the Head of Adult Skills. * Complete regular supervisions of support workers, providing feedback to the Head of Adult Skills as appropriate and support the process of formal performance review. * Demonstrate knowledge of relevant legislation and practice for CQC, Ofsted and role model the appropriate behaviours and skills to demonstrate these in practice. * Provide daily handover to the Head of Adult Skills giving an overview of support, care and wellbeing for the young people, summarising significant achievements or challenges. * Support the induction of new team members and their continued mentoring.   **Relationships**   * Support relationships and communication between young people, parents, family, friends, guardians and colleagues including external agencies involved in their lives. * Support the young people to be as active as they want to be in their local community, encouraging them to try new things and doing the things they really want to do. * To work effectively with people that may display challenging behaviour, ensuring the safety of the person, yourself and others. * To comply with instructions and advice received through training and from behaviour plans to support people with complex communication and behaviour * Together with the young people and support workers, regularly review and update support plans, transition plans, Personal Development Plans and key worker reports, ensuring it is centred on their needs and aspirations.   **Performance**   * Ensure records are accurate and up-to-date in order to ensure information on the young person supports and informs reviews and development plans for the individual including documentation relating to learning, behaviour and well-being outcomes. * Liaise with the tutors, therapists, family and carers and colleagues regarding progress, concerns, ill health, treatment and appointments to ensure they are shared appropriately within the team * Demonstrate personal commitment to equality and to developing a community which celebrates and values diversity. * Promote and adhere to Aurora policies, procedures and guidelines. * Undertake any other tasks, duties or projects of this post and as directed by the Head of Skills.   These duties may be added to or deleted from, and may be subject to change. |

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| **Knowledge, Skills and Experience** |
| **Skills**   * Strong communication skills both within service and with family or carers and external professionals * Lead and direct a team of support workers to enable young people to meet agreed aims and targets, supporting them to lead fulfilling and as independent lives as possible * Ability to undertake appropriate training to administer medication * Ability to write concisely and have the ability to summarise information   **Knowledge**   * Good standard of spoken and written English * Understanding of the Safeguarding principles and relevant legislation * Basic First Aid   **Experience**   * Experience of leading and being part of a team and communicating effectively to deliver high quality, cost effective service that meets the needs of individuals * Experience working within support/care/learning roles with young people who have PMLD and complex health needs * Experience of a range of approaches to managing and de-escalating challenging behaviours. * Experience of using a range of communication methods to support effective communication with people who have PMLD and complex needs   **Qualifications**   * Level 3 Diploma or equivalent for Adults as appropriate to role. * A good standard of spoken and written English. * Full driving License – desirable. |

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| **Requirements of Role** |
| * Eligibility to work within the UK * Undergo an enhanced DBS and background checks * Be able to work Monday to Friday 9:30am to 6pm * Ability to work flexibly when required to ensure the needs of the service can be met |

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| **Additional Information** |
| As part of the Aurora Group everyone is:   * expected at all times to behave and act in a way which promotes and contributes to the overall aims, values and ethos of the Company. * required to participate in regular training and other learning activities, and in supervision, appraisal and development as required by the Company’s policies and procedures * required to participate in any relevant current and new legislative and regulatory activities as may occur from time to time * required, through personal example and clear action, to demonstrate commitment to equality and diversity ensuring equality of access and treatment in employment and service delivery to all. * required to promote The Aurora Group’s Health and Safety at Work Policy and Procedure and ensure these are implemented effectively. * The Aurora Group takes seriously its responsibility for safeguarding and is committed to safeguarding and promoting the welfare of children and young adults. Therefore, everyone employed by the Aurora Group is expected to share this and act accordingly by applying organisations policies and procedures and attending regular safeguarding training. |

**This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be reviewed and amended periodically to ensure it remains appropriate for the role.**