



## **KNOWSLEY DISABILITY CONCERN**

### **Job Description**

<b>Job Title:</b>	<b>Learning Disabilities Assistant</b>
<b>Salary:</b>	£18,727 p.a.
<b>Hours:</b>	35 hours per week, Monday to Friday (with some flexibility)
<b>Responsible to:</b>	Service Manager
<b>Location:</b>	Knowsley Disability Concern, Huyton, L36 0SD and a variety of community settings across the Borough of Knowsley and occasionally further afield

#### **Purpose of the role:**

To support KDC's vision which is for people with learning disabilities to improve their independence and be able to exercise choice and control over their lives by speaking up and having their views and wishes heard through active participation, engagement, learning and development.

#### **Key Aims:**

- Support the development and delivery of the BIG Group's support services and activities to enable adults with learning disabilities have greater independence
- Support adults with learning disabilities to participate fully in a range of learning and development programmes

#### **Main Duties and Responsibilities:**

- Work alongside the members of the Learning Disability Team to engage with adults with learning disabilities in Knowsley to ensure that KDC's learning disabilities services are co-designed and appropriate to need.
- Deliver administration support for BIG Group activities, including organising meetings and events, producing agendas, sending invitations, and recording notes and actions.
- Attend all BIG Group meetings and events to help facilitate sessions and provide practical support for individuals to engage fully and take part.
- Work alongside the Learning Coordinators to assist with the enrolment process for learners, prepare resources and set up sessions.

- Provide practical support for learners in classroom settings.
- Support the process to assess and measure participant's progress using an Outcomes Star model
- Maintain database of records of attendance and achievement including Outcomes Star assessment data
- Promote KDC's learning disabilities services using a range of methods including social media digital platforms.
- Undertake administration duties e.g. dealing with enquiries, correspondence and maintaining filing systems for the projects.

### **Key Working Relationships:**

Learning Disabilities Coordinator, Learning Coordinator, BIG Group members and attendees, Self-advocates, Volunteers, KMBC training and development and supported employment teams, CEO, the KDC staff team, service providers, KMBC social care management teams, community learning disability health teams and GP practices, children's services, speech and language therapy services, regional self-advocacy organisations and groups and other relevant bodies/organisations, Merseyside Police.

### **Organisational Requirements:**

#### **Health & Safety**

It is the responsibility of all employees to work with managers to achieve a healthy and safe environment, and to take reasonable care of themselves and others. Specific individual responsibilities for health and safety will be outlined under key responsibilities for the post.

#### **Equality & Diversity**

It is the responsibility of all employees to support KDC's positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of Equality & Diversity Strategies and Policies.

#### **Confidentiality**

In the course of your employment you will have access to confidential information of a personal nature, including information relating to KDC clients, employees and other parties. You must not use such information for your own benefit nor disclose it to other persons without the consent of KDC and the party concerned unless required to do so by law. This applies both during and after the termination of your employment. Any breach of confidentiality during employment may be regarded as serious misconduct and could lead to summary dismissal.

## **Personal Development Review**

KDC is committed to providing a high quality service through the effective management and development of its employees, including meeting skills and training needs. The Personal Development Review process ensures that KDC is able to achieve its key aims and objectives, whilst enabling employees to understand how the outcome of their contribution fits within these overall aims. All staff will be expected to participate fully in the process and comply with the Policy.

## **Training and development**

KDC will assess the training requirements for all new staff prior to commencement and aims to ensure that all mandatory training is completed within the first three months of staff starting. Refresher training must also be undertaken on a regular basis and in accordance with policy.

## **Safeguarding Children and Vulnerable Adults**

The post holder will be subject to a Disclosure and Barring Service check upon appointment, and every three years thereafter.

KDC is committed to safeguarding vulnerable adults, children and young people. As an employee you are accountable to ensure that you know how to respond when you are concerned for the safety of a vulnerable adult, child or young person. KDC will support you in this process by providing training, support and advice. KDC works in partnership with key agencies to protect vulnerable adults, children and young people. For vulnerable adults you should be aware of your responsibilities detailed in the Knowsley Safeguarding Adults Policy and for children in the Safeguarding Children Boards Child Protection Procedures.

## **Rehabilitation of Offenders Act 1974**

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment but must be declared in writing at the appropriate stage during the recruitment process.

## **Data Protection**

As your employer, KDC needs to keep information about you for purposes connected with your employment. The sort of information we will hold includes information for payroll purposes, references, contact names and addresses and records relating to your career with KDC. These uses are covered by our notification with the Information Commissioners Office under the Data Protection Act 1998.

The information which we hold will be for our management and administrative use only but we may need to disclose some information we hold about you to relevant third parties (e.g. HMRC).

## **Records Management and Quality**

As an employee, you are legally responsible for all records that you gather, create or use as part of your work within KDC and they remain the property of KDC. This includes client, financial, personal and administrative records, whether paper based or on computer. All staff have a responsibility to ensure information quality standards are achieved.

## **Information Security**

Under the provisions of the Data Protection act, it is the responsibility of each member of staff to ensure that all personal data relating to clients and members of staff, whether held in manual or electronic format, is kept secure at all times. Computer passwords must not be shared either between systems or users. KDC may monitor e-mail messages, any files stored on the networks or on equipment and usage of the Internet and computer systems, irrespective of whether these relate to KDC or personal use. Access and usage of KDC's computers must be in accordance with Policies.

**This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with the role of Learning Disabilities Assistant**

**The duties of the post will be reviewed regularly in conjunction with the post holder, in accordance with the Personal Development Review Process.**

## **Disability Confident**

KDC values the diversity of all its employees. As a commitment to supporting disabled applicants and employees, we have been awarded Disability Confident Employer. This means:

- When you fill in the application form we will ask if you have a disability to make sure the application process is fair to people who have a disability.
- We will interview any person who declares they have a disability that meets the essential criteria for the job they are applying for. The essential criteria are the most important things needed to be able to do the job.

**February 2021**

## Learning Disabilities Assistant - Person Specification

Feature	Essential	Desirable
<b>Experience / Achievements</b>	<ul style="list-style-type: none"> <li>▪ Experience of working with disabled people and/or adults/children with additional learning needs</li> <li>▪ Experience in delivering general administration tasks</li> <li>▪ Ability to communicate effectively using a range of tools</li> <li>▪ Experience working as part of a team in a customer-facing role</li> </ul>	<ul style="list-style-type: none"> <li>▪ Background in working with people with learning disabilities</li> <li>▪ Project administration</li> <li>▪ Use of Outcomes Star assessment model</li> <li>▪ Proficient in Makaton</li> </ul>
<b>Skills and Effectiveness</b>	<ul style="list-style-type: none"> <li>▪ Good IT skills including MS Word, Excel, PowerPoint and Outlook</li> <li>▪ Excellent organisation, administration and time-management skills</li> <li>▪ Confident user of social media and digital platforms e.g. Instagram</li> <li>▪ Excellent listening, written and verbal communication skills with the ability to build trusting relationships</li> <li>▪ Ability to think creatively and be proactive and responsive</li> </ul>	<ul style="list-style-type: none"> <li>▪ Advanced Excel skills</li> <li>▪ Knowledge of social marketing</li> <li>▪ Able to make and maintain appropriate working relationships with external organisations</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Understanding of the barriers faced by people with learning disabilities</li> <li>▪ An understanding of confidentiality and data protection</li> <li>▪ Confident and proficient user of social media</li> </ul>	<ul style="list-style-type: none"> <li>▪ Understanding of self-advocacy and advocacy principles and practices</li> <li>▪ Knowledge of local services and resources</li> </ul>
<b>Qualifications / Professional Membership</b>	<ul style="list-style-type: none"> <li>▪ GCSEs at grade C or above in English and Maths (or equivalent)</li> <li>▪ Excellent literacy and numeracy skills</li> <li>▪ Microsoft Office applications (CLAIT, ECDL)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Certificate in working with people with Learning Disabilities</li> <li>▪ Certificate in understanding autism</li> <li>▪ Level 2 Diploma in Business and Administration</li> </ul>
<b>Other requirements of the job</b>	<ul style="list-style-type: none"> <li>▪ A willingness to work flexibly according to the needs of the projects, including at least one evening per month</li> <li>▪ A kind and patient attitude and enthusiasm for helping people improve skills and achieve independence</li> <li>▪ Creative thinking and a commitment to promote choice, independence, rights and inclusion</li> <li>▪ Ability to travel to deliver the role in a range of locations across the Borough and further afield</li> </ul>	<ul style="list-style-type: none"> <li>▪ Car owner with clean driving licence</li> <li>▪ A clear understanding of the Social Model of Disability</li> </ul>