

JOB DESCRIPTION

LIFE SKILLS PRACTITIONER

Job Title	Life Skills Practitioner
Responsible to	Senior Life Skills Practitioner
Key Internal Contacts	Other staff within the care team Staff in other departments within WLCC Staff in other Centres in the Region Central Office Staff
Key External Contacts	Student relatives, advocates and others Placing Authorities and Service Providers Local Services – Statutory, Voluntary and Community

JOB PURPOSE

To plan, implement and undertake specific vocational activities as part of the educational programme. To provide the highest quality of care and support to Students in accordance with Company policies, procedures and practices and the standards set by the Company.

KEY TASK AREAS

Students (as defined by the service e.g. Young Adult / Adult)

- Establish professional and productive working relationships with Students with Autism through patience, empathy and good communication
- Support Students in the implementation of their individual life skills and key skills programmes
- Support and supervise Students within the College in accordance with their Care Plans/EHCPs and the policies, procedures and practices of the College
- Make accurate and appropriate entries in Student's records, diaries and reports as necessary and in accordance with Company and local policies, procedures and practices
- Enable Students to participate in a structured programme of the specific sessions
- Develop and maintain a programme of vocational activities
- Plan and manage the activities programme in an effective and proactive manner
- Ensure that communication with other staff members enables Students to develop and thrive
- Ensure that risk assessments are in place, up to date, adhered to and implemented in line with Company policies, procedures and practices and the standards set by the Company
- Prepare for the day events and ensure effective scheduling so that Students have relevant sessions available to them
- Accurately record and report on Student attendance and ensure any non-attendance is reported to the relevant person
- Identify and implement appropriate qualifications for Students to undertake as required
- Record Student progress using the Skills Care Assessment and assessment software and submit records and/or reports to contribute to relevant meetings
- Communicate relevant information to Key Workers and others involved with Students
- Ensure that all equipment needed is available, in good repair and stored correctly and safely

- Ensure that all equipment and chemicals relevant to the activity are used and handled correctly at all times, in accordance with manufacturer's instructions and COSHH Regulations
- Ensure that clear guidance is available to other staff so that the activity can be undertaken in the absence of the session leader including planning for times of authorised absence
- Maintenance of site-specific areas relating to the sessions as required for example classrooms, kitchens, displays etc.
- Attend and/or contribute to formal reviews and Person Centre Planning meetings as required
- Hand over to other staff and teams as required
- Be aware of and support differences, ensuring all Students have equal access to opportunities to learn and develop
- Support Students to manage their own, potentially challenging, behaviour; enabling Students to develop towards self-regulation
- Provide direct care and supervision, as required, to Students in the College, including providing personal care when necessary
- Safeguard all Students within the College and ensure their safety and wellbeing at all times
- Support Students, where appropriate, to access the community (this may involve using public transport/driving)
- Work positively and effectively with relatives, advocates and others involved with Students
- Ensure that GDPR guidelines are adhere to at all times
- Liaise with other staff to provide a consistent approach to all aspects of Student care
- Provide clerical/admin support e.g. photocopying, typing, filing etc.

Key Worker responsibilities

- To support the Student by acting as an internal advocate, involving them in every aspect of their care
- Provide information and advice to enable Students to make informed choices with regarding to learning and behaviour, in line with their preferred communication methods

General

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Report issues and/or incidents relating to staff and Students that have arisen promptly to the relevant Line Manager or Senior Life Skills Practitioner
- Operate at all times in accordance with Company policies and procedures, with particular reference to Safeguarding Vulnerable Adults, Whistleblowing, Complaints and Representations and Behaviour Policies
- Participate in training and take responsibility for personal development
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Company
- Work to promote the College as a valued, professional asset within its community and conduct themselves at all times in a manner that reinforces this image

- Ensure that all actions are in the interests of the Students and the Company.
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required

PERSON SPECIFICATION

LIFE SKILLS PRACTITIONER

	Essential	Desirable
Experience		
Experience of and/or qualifications in the specialist area	✓	
Experience of work with autistic spectrum disorders and/or challenging behaviour	✓	
Skills, Knowledge and Aptitudes		
Ability to carry out, monitor and update risk assessments	✓	
Ability to take lead on person centred sessions	✓	
Ability to work independently and as part of a team	✓	
Effective communication skills, verbal and written	✓	
Ability to record information accurately	✓	
Good organisational skills	✓	
Commitment to working positively with families and others	✓	
Ability to deal with complex and challenging behaviour	✓	
A genuine regard and respect for this client group	✓	
Ability to demonstrate empathy	✓	
Basic IT skills		✓
Qualifications and Training		
Level 3 Award in Education & Teaching OR equivalent		✓
<i>Willingness to work towards:</i>		
Level 3 Award in Education & Teaching	✓	
Willingness to work towards further qualifications as required	✓	
Undertake relevant group induction training on commencement	✓	
Other		
Commitment to the values of the organisation	✓	
Driving licence		✓