



**National Star**

Realising the aspirations  
of people with disabilities

## **JOB DESCRIPTION**

### **Facilitator (National Star in Wales)**

#### **ORGANISATION RESPONSIBILITIES**

Reports to: Service Manager  
Head of Learning and Support

#### **MAIN PURPOSES OF ROLE**

To support people with varied and complex disabilities to learn, develop and flourish whilst also maintaining their health and wellbeing, so they can reach their full potential whilst at college.

#### **RESPONSIBLE FOR**

- To deliver all aspects of personal care in accordance with National Star standards and individual care plans which will include: washing, dressing, personal appearance, toileting, continence support, oral care and feeding
- To provide effective learning & therapeutic support under the direction of a specialist tutors & therapists.
- Contribute to the development of the learner support strategies to facilitate individuals or groups of students to fully access and participate in sessions.
- To receive and work within specific training and advice given on supporting people with complex disabilities, communication, and behaviours.
- To work with people that display challenging behaviour effectively, ensuring their safety at all times as well as the safety of yourself and others.
- To plan, organise and support high quality independent living skills activities under the direction of your line management.
- Contribute to the recording of student progress and achievement (RARPA) and identify areas for development and feedback to the Programme Leader (PLCT).
- Work effectively as part of a multi-disciplinary team to establish and maintain a stimulating learning environment.
- To communicate effectively and work with others in all aspects of your role.
- To ensure that all records and documentation are accurate and maintained in accordance with National Star quality standards and legislation.

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- To undertake escort duties and where appropriate licence held and training received to drive National Star vehicles.
- To undertake specific activities within limits of own competence and training for example, sports or in-pool support.
- Administer medication to students in line with policy and procedure, after receiving 'Designated Person' training.
- Demonstrate personal commitment to equality so to develop a community which celebrates and values diversity.
- To promote and adhere to the organisation's health and safety policy and any other associated policies, procedures and guidelines.
- To establish and maintain a high level of customer service for students, parents, and other appropriate individuals/group.
- To undertake regular training, updates, and professional development, including common induction framework and professional qualifications as appropriate.
- To fulfil requirements of College Appraisal and Support and Development Systems
- To undertake any other reasonable duties requested by your Line Manager, Head/Director of Service or Principal.

### **HOURS OF WORK**

This post requires holders to work between 8.30am – 4:30 (5pm team meeting day) in a variety of patterns during the 39-week term time. Full and part time roles available.

### **SAFEGUARDING**

National Star takes seriously its responsibility for safeguarding and is committed to safeguarding and promoting the welfare of adults at risk and children. Therefore, we require that all staff share this and act accordingly by applying organisation policy and procedure and attending annual safeguarding training.

### **EQUALITY & DIVERSITY**

Through personal example and clear action demonstrate commitment to equality and diversity ensuring equality of access and treatment in employment and service delivery to all.

### **HEALTH & SAFETY**

Promote the organisation's Health and Safety at Work Policy and Procedure and ensure these are implemented effectively within the department.

## **Person Specification – Facilitator (National Star in Wales)**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Previous experience	Experience of being part of a team and communicating effectively.	Experience of working in Education, Health or Social Care Experience of working in a learning environment. Experience of Classroom support Experience of working with young people with disabilities
Education/Knowledge	Good standard of spoken and written English Enrolled or willing to enrol on a level 2 qualification (or equivalent) or above in Care & or education Able to demonstrate an understanding of the National Star mission statement Effective recording and reporting of information	Level 2 qualification or above in Care (or equivalent) Qualification in learning support PTLLS
Skills	Good organisational and time management skills Able to facilitate learning, empowering the individual and encouraging autonomy. Strong communication skills Able to support people to meet set goals and improve their independence Effective team worker Ability to undertake appropriate training to administer medication, once trained to practice as a Designated Person in line with policy and procedures. Ability to write concisely and have the ability to summarise information. Ability to use IT effectively to record information	Welsh Speaking Experience and willingness to drive college vehicles. Able to exhibit decision making skills Able to use communication devices and mobility aids Competent at classroom support and enhancing the learning environment. Excellent standard of personal care delivery
Personality	Sensitive and empathetic to the needs of people with disabilities Able to demonstrate a positive attitude towards disability, equality and diversity Positive approach to multi-disciplinary working Flexible attitude to work. Ability to manage change, rise to a challenge and be resilient in character.	

Motivation	<p>Self motivated and able to work on own initiative</p> <p>Able to accept direction within a supervision system.</p>	
Personal circumstances	<p>Minimum age 19</p> <p>A flexible approach to meet client and business needs.</p> <p>Support the ethos of National Star and be fit to work with vulnerable adults &amp; students</p> <p>Registered or able to complete registration with Education Workforce Council (EWC) for learning support in further education prior to start date</p>	Full Driving licence with D1 category