



National Star

Realising the aspirations
of people with disabilities

JOB DESCRIPTION

Facilitator

ORGANISATION RESPONSIBILITIES

Line Manger: Residential Manager
Deputy Manager

Reports to: Senior Facilitator or above

MAIN PURPOSES OF ROLE

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

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, mouth, nail, and foot care, feeding, and undertaking some medical procedures.
- To provide effective learning support under the direction of a specialist tutor.
- Contribute to the development of the learner support strategies to facilitate individuals or groups of students to fully access and participate in sessions.
- To work with people that display challenging behaviour effectively, ensuring their safety at all times and the safety of yourself and others. To receive and work within specific training and advice given on supporting people with complex communication and behaviour
- To plan, organise and support high quality leisure 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 tutor or PLM.
- Work effectively as part of multi-disciplinary teams 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.
- 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; life guarding, sports, in pool support.
- Administer medication to residents in line with policy and procedure, after receiving Designated Person training.
- Maintain records and documentation accurately in accordance with National Star quality standard and legislation.
- Demonstrate personal commitment to equality 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 residents, 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 the organisational Appraisal and Support and Development Systems
- To work flexibly between sites and National Star premises as required.
- To undertake any other reasonable duties requested by your Line Manager, Head/Director of Service or Principal.

HOURS OF WORK

This post will require working on a rota system including evening and weekend working, rotas will be reviewed on a termly basis. Early shifts commence at 7am and Late shifts finish at either 10 or 11pm. All staff are expected to work every other weekend, both Saturday and Sunday.

SAFEGUARDING

National Star takes seriously its responsibility for safeguarding and is committed to safeguarding and promoting the welfare of young adults and children and requires that all staff share this and act accordingly by applying organisational 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

Attributes	Essential	Desirable
Previous experience	<ul style="list-style-type: none"> • Experience of being part of a team and communicating effectively. 	<ul style="list-style-type: none"> • Experience of working in 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	<ul style="list-style-type: none"> • Good standard of spoken and written English • Hold a relevant level 2 qualification, or if not be willing to enrol and achieve this award within 24 months of commencing in post. • Able to demonstrate an understanding of the National Star mission statement • Effective recording and reporting of information 	<ul style="list-style-type: none"> • Qualification in learning support • PTLLS • Midas
Skills	<ul style="list-style-type: none"> • 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 targets 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. 	<ul style="list-style-type: none"> • Experience of driving a mini-bus • Able to exhibit decision making skills • Able to use communication devices and mobility aids • Able to support students in the pool or in the hydro pool • Competent at classroom support and enhancing the learning environment.
Personality	<ul style="list-style-type: none"> • 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 	

	<ul style="list-style-type: none"> • Flexible attitude to work. • Ability to manage change, rise to a challenge and be resilient in character. 	
Motivation	<ul style="list-style-type: none"> • Self motivated and able to work on own initiative • Able to accept direction within a supervision system. 	
Personal circumstances	<ul style="list-style-type: none"> • Minimum age 18 • Able to work unsocial hours including evenings & weekends on a rota basis • A flexible approach to meet client and business needs. • Support the ethos of National Star and be fit to work with vulnerable adults & students • Must be able to provide own transport to report to any National Star locations in Gloucestershire. • (Ullenwood Campus is not on a bus route). • Full Driving licence is highly desirable and essential if based in a Gloucester residence. 	<ul style="list-style-type: none"> • Full Driving licence with D1 category