



**National Star**

Realising the aspirations  
of people with disabilities

## **JOB DESCRIPTION**

# Facilitator: Probation to Advanced

### **ORGANISATION RESPONSIBILITIES**

Line Manager: Service Manager, Deputy Manager  
Reports to: Lead Facilitator or above

### **MAIN PURPOSE OF ROLE**

To support students 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.

To support students in multiple environments to include education settings as well as in the community. To work as an integral part of a multi-disciplinary team to include therapists, tutors, and nurses as well as other care professionals.



### **RESPONSIBILITIES**

#### **Facilitator Role (including during probation)**

- To work at pace holding a high level of responsibility.
- Work as part of a multi-disciplinary team to provide support and care to the service users of National Star to help them make the most of their time at National Star and live life as independently as possible.
- Work with individuals with complex physical and learning disabilities and those displaying challenging behaviours effectively, ensuring their safety as well as the safety of yourself and others.
- Deliver all aspects of personal care to our service users in accordance with National Star standards and individual care plans. This will include:
  - Washing
  - Dressing
  - Maintaining personal appearance
  - Toileting & continence support

- Understand Food & Hydration plans and, where appropriate, supervise the feeding of the service users in your care, which may include feeding via a gastro tube.
- Health care
  - Understand and follow procedures related to infection control.
  - Deliver health care and minor medical procedures such as applications of topical medications.
- Read, understand, and implement all aspects of a care plan.
- Using equipment such as manual and electric wheelchairs, hoists, and communication devices to care for and communicate with your service users.
- Contribute to the development of the learner support strategies to facilitate individuals or groups of students to fully access and participate in sessions.
- Contribute to the recording of student progress and achievement (RARPA) and identify areas for development and feedback to the tutor or Personal Learning Coordinator
- Providing effective learning support in classrooms, or other learning environments, working closely with specialist tutors and therapists.
- To plan, organise and support high quality independent living skills activities under the direction of your line management.
- Maintain accurate records and document activities in accordance with National Star quality standards and legislation. These records include:
  - Logging all aspects of care, treatment and medication provided by you.
  - Updating care plans as required
  - Recording student progress against personal goals
- 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.
- Promote and adhere to the organisation's Health and Safety Policy and any other associated policies, procedures, and guidelines.
- Undertake regular training, both classroom based and e-learning, as required. Participate in continued professional development, and professional qualifications as appropriate.
- Work flexibly between sites and National Star premises as required.
- Undertake any other reasonable duties requested by your management team.

**Following successful completion of the probation period, managers will discuss the following responsibilities with Facilitators. If there is a need for these to be undertaken within the residence or service, training and support will be given, and they will become an expectation of a Facilitator.**

- Key working: work particularly closely with one service user and become the recognised expert in their care and support needs.
- Advanced health care delivery: with support from our clinical teams undertake more complex medical procedures such as insulin pump management or the changing of dressings.
- Work effectively as part of multi-disciplinary teams to establish and maintain a stimulating learning environment. This includes:
  - Contributing to the development of the learner support strategies to facilitate individuals or groups of students to fully access and participate in sessions.
  - Support service users in the local community participating in activities to promote their independence.
- Support service users in attendance at off-site medical appointments, providing care and physical support.
- Provide in pool support, guided by pool tutor/therapist.
- Liaise with family members, enabling a service user to speak to parents, friends and family and provide updates on activities and progress to parents.
- Support service users participating in social and leisure activities within National Star facilities and in the local area.
- Drive National Star vehicles to transport service users on off-site visits.
  - A category B licence will allow the driving of small vehicles, a category D1 licence will allow the driving of larger minibuses.
  - National Star will provide MiDAS (Minibus Driver Awareness Scheme) training to those who drive our minibuses.

## **Facilitator + Role**

Following successful completion of the probation period, if there is a need within your residence or service for administering medication to service users in line with policy and procedure, you will be encouraged to participate in training and to undertake it.

There will be an increase in your hourly pay rate when you become a Facilitator +. You will be expected to administer medication regularly.

## **HOURS OF WORK**

College based Facilitators work Monday to Friday term time only (39 weeks of the year usually in line with the Gloucestershire school terms), with hours up to 41 hours per week from 8 am – 4pm or 8.30 – 4.30 pm and one evening to 5pm.

## **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
Experience	<ul style="list-style-type: none"> <li>• Being part of a team and communicating effectively.</li> </ul>	<ul style="list-style-type: none"> <li>• Work in Health or Social Care.</li> <li>• Work in a learning environment or providing classroom support.</li> <li>• Work with young people with disabilities</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Good standard of spoken and written English</li> <li>• Good standard of numeracy</li> <li>• Level 2 qualification in Health &amp; Social Care or willingness to work towards this.</li> </ul>	<ul style="list-style-type: none"> <li>• Learning Support qualification</li> <li>• Midas</li> <li>• PTLLS</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Good organisational and time management skills</li> <li>• Able to facilitate learning, empowering the individual and encouraging autonomy.</li> <li>• Strong communication skills: verbal, written and listening.</li> <li>• Effective team member</li> <li>• Effective recording and reporting of information.</li> <li>• Problem solving</li> <li>• Resilience</li> <li>• Ability to work under pressure</li> <li>• Good organisational and time management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of driving a minibus.</li> <li>• Able to exhibit decision making skills.</li> <li>• Able to use communication devices and mobility aids.</li> <li>• Able to support students in the pool or in the hydro pool.</li> <li>• Competent at classroom support and enhancing the learning environment.</li> <li>• Welsh speaking (Mamhilad)</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• Sensitive and empathetic to the needs of people with disabilities</li> <li>• Able to demonstrate a positive attitude towards disability, equality, and diversity.</li> <li>• Positive approach to multi-disciplinary working</li> <li>• Adaptable and be resilient in character.</li> <li>• Patience, compassion, and empathy</li> </ul>	

	<ul style="list-style-type: none"> <li>• Willingness to undertake Continued Professional Development</li> <li>• Self-motivated and able to work on own initiative.</li> <li>• Able to accept direction within a supervision system.</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• Minimum age 18.</li> <li>• A flexible approach to meet client and business needs.</li> <li>• Support the ethos and values of National Star</li> <li>• Be fit to work with vulnerable adults &amp; students</li> </ul>	<ul style="list-style-type: none"> <li>• Full Driving licence with D1 category</li> </ul>