



JOB DESCRIPTION

LEAD FACILITATOR National Star College – Hereford

ORGANISATION RESPONSIBILITIES:

Reports to: Service Manager, Deputy Service Manager

Liaises with: Provision manager, Head of learning and support

Supervises: Facilitators

MAIN PURPOSE OF JOB:

To support the Service Manager in the successful running of the college by ensuring that the highest standards of care and support are provided to the learners attending our Herefordshire provision.

This role will be to supervise and lead staff in encouraging the students' personal development through formal and informal sessions and work in partnership with the tutors & therapists to ensure a holistic approach to individual learning.

PRIMARY TASKS:

- To ensure your individual team is adequately staffed and operating efficiently and effectively, taking into account student requirements whilst adhering to budgeted targets.
- Leading by example and role modelling, ensuring that high standards of individualised care and support is provided for all according to their requirements, so to ensure that each person has the opportunity to improve their education and independence and to achieve their full potential in the time they are at National Star
- To demonstrate good knowledge of all student care plans and risk assessments, updating and maintaining these as necessary.
- To administer medication and carry out associated duties in line with policy and procedure, when you have been appropriately trained to do so.
- Liaise effectively with parents/carers/others and to ensure that where appropriate facilitators liaise effectively with parents and other professionals.
- To be able to problem solve and be innovative within day to day management and allocation of staff
- Give and receive formal support and development, care & support audits on a rota basis

- Ensure that all documentation and individual records are accurate and are presented and maintained to an acceptable standard in line with policy and procedure.
- Liaise effectively with all team members and report significant events to relevant managers and team members.
- Support the students to become actively involved in the community and to encourage community involvement through lifeskills and informal learning.
- Promote and adhere to the organisation's health and safety policy and any other associated policies, procedures and guidelines.
- Undertake regular training, updates and professional development, and professional qualifications as appropriate.
- Work flexibly between sites and National Star premises if required.
- 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.
- To undertake such other duties as may from time to time be determined by the Provision Manager, Service Manager and Head of Learning and Support.

HOURS OF WORK

8.00am -4:00pm Monday to Friday (with one day, usually Thursday, finishing at 5pm to accommodate whole team meeting)

There may also be a requirement to work some evenings or weekends to support events where, with notice, flexibility will be required.

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

Person Specification – Senior Facilitator

ATTRIBUTES	ESSENTIAL	DESIRABLE
Experience	<p>Minimum of 2 years care or educational experience</p>	<p>2 years' experience working with young people or people with physical disabilities/learning difficulties or 2 years' experience in a residential or educational setting</p> <p>Experience of team leading or management</p> <p>Staffing/rota planning</p>
Education/Knowledge	<p>Good knowledge of spoken and written English</p> <p>Care or Education Diploma level 2, with the ability to achieve Diploma level 3 once commenced in role</p> <p>Able to demonstrate an understanding of the mission statement.</p>	<p>To have an NVQ 3 or equivalent in Care or Education</p>
Skills	<p>Able to undertake supervision of staff</p> <p>Good planning and organisational skills</p> <p>Problem solving skills</p> <p>Strong communication skills, verbal & written</p> <p>Effective IT skills</p> <p>Proactivity</p> <p>Excellent standard of personal care delivery</p> <p>Ability to administer medication following</p>	<p>Experience and willingness to drive National Star vehicles to both local and national locations</p> <p>To be able to observe and positively feedback to staff, utilising actions plans and targets.</p> <p>Experience of delivering annual appraisal to staff</p>

	<p>organisation policy and procedure</p> <p>Good decision making and prioritising skills</p> <p>Ability to work accurately at pace</p> <p>To undertake managerial responsibility at times of absence.</p>	
<p>Personality</p>	<p>Sensitive and empathetic to the needs of the client group</p> <p>Positive and proactive role model to students and staff</p> <p>Willing to work as part of a team</p> <p>Positive and proactive leadership skills</p> <p>Positive attitude to multi-team working</p> <p>Able to work flexibly, using own initiative and innovation.</p> <p>Able to supportively mentor and guide new and existing team members</p> <p>Able to demonstrate a positive attitude towards disability, equality and health & safety</p>	

<p>Motivation</p>	<p>Able to work on own initiative</p> <p>Able to motivate others</p> <p>Able to lead by example</p> <p>Able to accept, embrace and lead others on change</p> <p>To further develop oneself through regular CPD and external training opportunities</p>	
<p>Personal circumstances</p>	<p>Able to work a minimum of 35 hours per week, 39 weeks per year following the term dates of the local schools and colleges.</p> <p>Able to travel between National Star premises as required</p> <p>Support the ethos and values of the organisation and be fit to work with vulnerable adults and students</p>	<p>Full UK driving licence with DI category</p>