# Job Description – Support Worker

| | |
|---|---|
| **Reports to:** | Day Services Manager/ Day Services Co-ordinator |
| **Hours:** | Monday, Wednesday and Thursday (21 hours per week - 38 weeks per year) |
| **Type:** | Permanent |
| **Salary:** | £13.26 per hour |

Ascend Day Service is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

## About Ascend Day Services

Ascend Day Services is part of the Landmarks Specialist College Group. We provide high-quality support for young people and adults with learning disabilities and additional needs.

Our service offers a wide range of engaging activities designed to promote independence, life skills, social interaction, and enjoyment. Ascend operates across multiple sites, including Renishaw, Rotherham, Nottingham, and our farm in Apperknowle.

Flexibility is essential, as there may be occasions where you are required to work across different sites. Travel during the working day is reimbursed. There will be opportunities for overtime, particularly during the summer holidays when we deliver our Holiday Club programme.

## Job Purpose:

As a Support Worker, you will provide high-quality support either within group settings or on a one-to-one basis. You will play a key role in ensuring individuals are safe, well-supported, and empowered to develop life skills, achieve personal goals, and lead fulfilling lives.

## Main Responsibilities:

- Work collaboratively with Facilitators to deliver a high-quality experience for all service users.
- Support individuals in group activities and one-to-one sessions to encourage participation and engagement.
- Assist in delivering structured programmes, including personal development, leisure, and vocational activities.
- Support individuals to work towards their personal and/or educational goals.
- Encourage independence and positive social interaction.
- Provide personal care where required, ensuring dignity and promoting independence wherever possible.

## Job Description – Support Worker

- Support individuals during meal and break times, encouraging healthy choices and safe eating practices.
- Promote emotional wellbeing by providing reassurance and appropriate support.
- Administer medication safely in line with care plans and organisational policies.
- Follow and adapt care and support plans to meet individual needs.
- Contribute to the development and review of individual support plans, including Personal Emergency Evacuation Plans (PEEPs).
- Support the preparation, set-up, and safe delivery of activities, as well as cleaning away and maintaining equipment after use.
- Ensure the safe arrival and departure of service users, maintaining awareness of their health, safety, and wellbeing at all times
- Accurately record relevant information, including updating systems such as Databridge in line with organisational requirements, and completing communication books.
- Maintain a safe, inclusive, and welcoming environment in line with safeguarding, health & safety, and equality policies.
- Work effectively as part of a team, sharing information and contributing to meetings and service development.
- Participate in training and continuous professional development.
- Comply with all Landmarks policies and procedures, including Equal Opportunities, Health & Safety, and Safeguarding.
- Be willing to provide cover as a Learning Support Assistant at any Landmarks site, where necessary, as a last-resort option.

This list of duties should not be regarded as exclusive or exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities.

### Person Specification:

The selection process will involve assessments being made on the extent to which applicants meet the criteria listed in the table below:

| | Essential | Desirable |
|---|---|---|
| **Qualifications** | Full UK driving license, with willingness to travel and use own vehicle. | Relevant, recent training and development.<br><br>Team Teach training (willingness to work towards). |
| **Experience** | Experience working with children and/or adults with learning disabilities or additional needs | Experience supporting individuals with behavioural needs |

## Job Description – Support Worker

| | | |
|---|---|---|
| | Ability to work effectively as part of a team<br><br>Good communication skills and ability to follow instructions | Experience working within a day service setting |
| **Knowledge** | Commitment to safeguarding, equality and diversity and health and safety at the day service.<br><br>Understanding of the importance of maintaining confidentiality.<br><br>Basic computer skills. | Behaviour management strategies. |
| **Personal attributes** | Flexibility is essential to enable Ascend to meet the needs of our learners.<br><br>Resilient to daily changes at short notice.<br><br>Willingness to deliver personal care. | Understanding of own abilities, limitations and when to seek support.<br><br>Ability to work overtime outside of term time for 1-2 weeks during summer holidays. |

### In return we will offer:

- **24/7 Employee Assistance Programme (Westfield Health):** Confidential emotional, financial and practical support whenever you need it.
- **Education Support Helpline:** Free, specialist wellbeing support for all teaching and education staff.
- **Free gym membership at Creswell Heritage and Wellbeing Centre**
- **Access to Trained Mental Health First Aiders:** On-site support from staff trained to listen, signpost and offer immediate reassurance.
- **Comprehensive Westfield Health Package (level 2):** Includes a health cash plan, virtual GP appointments, counselling options, discounted shopping and services, and a wide range of wellbeing resources.
- **Annual Flu Vaccination Voucher:** Supporting your health and reducing winter illness.

## Job Description – Support Worker

- **Access to Additional Discount Schemes:** Including the Blue Light Card and other optional staff savings programmes.
- **Health & Wellbeing Services:** Occupational Health support where necessary.
- **Generous Annual Leave Entitlement:** Up to 35 days, dependant on length of service.
- **Long Service Recognition:** Celebrating and rewarding your commitment to the organisation.
- **Enhanced Family-Friendly Policies:** Increased occupational maternity and paternity pay (subject to eligibility).
- **Occupational Sick Pay:** Enhanced sick pay that increases with length of service.
- **Professional Development & Career Progression:** A wide range of CPD, training courses and structured development pathways (role-dependent).
- **Life Cover:** Financial protection providing peace of mind for you and your loved ones.
- **Standard Life Pension Scheme:** Supporting your long-term financial wellbeing.
- **Free On-Site Parking.**

Ascend Day Service is committed to safeguarding and promoting the welfare of our learners and to ensure our learners are protected from abuse. Ascend is therefore exempt from the Rehabilitation of Offenders Act 1974.

All offers of employment will be subject to enhanced DBS checks, which it deems satisfactory (you will be viable for the cost of a DBS if you leave within your probationary period).

Where a post is eligible, a check against the barred lists will be undertaken. There are different types of regulated activities that employees will need to undertake as part of their role to qualify to be checked on the adult and child barred list.
It is an offence to apply for a role that involves regulated activity to children, if the applicant is barred from engaging in regulated activity relevant to children.

To find out what makes Ascend Day Services a remarkable place to work, visit our website www.ascenddayservices.co.uk and follow Ascend Day Services on Facebook for more information.

## Job Description – Support Worker

If you have any further queries or would like to arrange a discussion regarding the terms and conditions of employment at Landmarks please contact a member of HR – 01246 433788 or HR@landmarks.ac.uk.