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**Life Skills Tutor Job Description**

**Responsible to: Chief Executive and Operations Managers**

**Responsible for: Assist Trust Clients (Members)**

**WORKING WITH THE MEMBERS**

* To get to know all members thoroughly at Assist, allowing relationships to develop gradually and naturally as trust levels build, while maintaining absolutely clear professional boundaries at all times.
* To take advantage of all possible opportunities at Assist to allow members to discuss their own lives and their wishes and concerns as naturally as possible, to help you build up a good understanding of their lives and backgrounds. To remain good humoured and approachable at all times in order to facilitate such interactions.
* To share your own experiences in order to facilitate good levels of trust when it is appropriate to do so, making sure that topics of discussion are appropriate and do not cross professional lines.
* To provide strengths based support for all members attending Assist, helping them to have the best possible chance of success in the real world and helping them to understand and manage real world expectations.
* To maintain very clear professional boundaries at all times, while providing appropriate support in natural and respectful ways. To actively discourage any form of dependence or overfamiliarity exhibited by any of the members towards you and to maintain an awareness of how these feelings or emotions might develop.

**GROUPS AND ACTIVITIES**

* To lead, co-lead or support other staff to carry out activities and groups at Assist according to timetable requirements, ensuring that aims and objectives are maintained while all members are helped to meaningfully take part. To encourage quieter members to speak up and partake in activities and to discreetly manage more dominant individuals who might take time and attention from others.
* To develop activities according to the needs of the individuals attending and in line with Assist Trust policies.
* To advocate on behalf of the individual members at appropriate times while helping them to speak up and make choices as much as they can for themselves.
* To maintain a good awareness of areas of concern, risk or medical need of the members that you work with in order to avoid problems or issues developing where possible and to allow you to react appropriately if they do.
* To ensure that you have a clear understanding of the ways that risks are managed in any particular group, ensuring that mitigating actions are carried out accordingly.
* To be prepared to cover any group at Assist, occasionally at short notice, ensuring that all risks are managed, that activities are engaging, interesting and inclusive and that the aims and objectives are maintained to the very best of your abilities. To read all relevant group notes on these occasions and to consult with other staff members in order to uphold these expectations.
* To ensure that all groups and activities at Assist reflect real world expectations in all areas, including punctuality, appropriate behaviour, mutual respect when working with others, following reasonable instructions, etc. To be prepared to demonstrate clear boundaries in all these areas and to reinforce messages and consequences of actions when appropriate – in respectful and proportional ways, in partnership with managers and other Assist Trust staff.
* To constantly explore ways to help individuals build on their strengths and gradually steer away from any negative or damaging behaviours being exhibited if possible, praising and reinforcing positive patterns of behaviour as strategies take effect. To regularly revisit these strategies as the individual is supported to maintain progress.
* To write clear, concise, factual and non-judgemental progress notes for members that you work with on a regular basis in order to highlight progress made, track developments and to monitor any areas of concern.
* To complete all necessary paperwork for groups in a timely manner and where possible with the members input, to include risk assessments, group plans, weekly plans and any other relevant paperwork.

**WORKING IN AN ASSIST TRUST TEAM (EMPLOYMENT, TRAVEL TRAINING, HOUSING, HEALTH&SAFETY, COMMUNICATION, OTHER) – if engaged to work after 3.30pm**

* To contribute to the aims and objectives of the team in question, if you have been asked to take part in this activity, ensuring that these are carefully balanced with the demands of your primary role.
* To attend meetings for this team and to take a reasonable share of the tasks being assigned, carrying out actions agreed either after 3.30pm in the usual working day, during set-aside office hours if appropriate or during other reasonable times as discussed and agreed with managers and / or team leaders.
* To communicate effectively with other members of the team and with other staff and managers as appropriate, in regards to the activities and aims of the team in question.
* To carry out tasks and duties assigned to you under the team heading by team leaders and / or Operational Managers, to a high professional level and in a timely manner.
* To raise any areas of concern or suggestions for improvements for the team you are working in with team leaders and / or Operational Managers before issues arise or before problems develop further.

**RECORDS, POLICIES, COMMUNICATION AND GENERAL**

* To maintain records as and when required according to the policies of Assist Trust and with reference to General Data Protection Regulations and the rights of the individual.
* To read through and gain a thorough understanding of all Assist Trust policies and to follow all procedures and guidelines detailed in these accordingly.
* To work with managers and other staff members at Assist in respectful, co-operative and professional ways in all situations.
* To maintain a person-centred, respectful and supportive approach while engaged in any work connected with Assist Trust.
* To attend team meetings and other forums as required and to contribute to the topic in question if appropriate concisely and professionally.
* To engage in training days organised in-house and with other development programmes in line with the requirements of the role.
* To attend occasional evening and out of hours events as required and as dictated by the needs of the members attending.
* To uphold the good name of Assist Trust at all times and to promote the interests of the members attending at appropriate opportunities.
* To maintain a good awareness of Health and Safety at all times.
* To work flexibly according to the needs of the organisation. This may involve some work out of normal contracted hours, but these periods will be accounted for according to the Assist Trust “Core Hours and Time of in Lieu” policy.
* To drive Assist Trust vehicles when required by the organisation, provided you possess a clean driving license that covers appropriate categories and that you have engaged in appropriate training and assessment.
* Any other duties as necessary, commensurate with the role.

**Life Skills Tutor Person Specification**

* Good standard of education D
* Care related qualification (NVQ level 2 equivalent or above) D
* Some experience of working with people with learning disabilities D
* Excellent communication skills E
* Able to work as part of a team E
* Friendly, confident and approachable E
* Articulate E
* Able to deal with difficult or challenging situations professionally and calmly E
* Imaginative and able to find creative solutions E
* Problem solver E
* Conscientious E
* Flexible E
* Able to use own initiative E
* Willing to engage in ongoing training programme E
* First Aid trained D
* Awareness of strengths based approach to working with

People with learning disabilities D

* Clean driving license D