

JOB DESCRIPTION & PERSON SPECIFICATION

ROLE DETAILS

POST TITLE:	Education Assistant
RESPONSIBLE TO:	Shaping Futures Manager
HOURS:	22.5 hours per week
TERM OF POST:	Permanent
SALARY:	Competitive

POST OUTLINE

This is a unique opportunity based in a state-of-the-art building, where you will join an ambitious charity with the role of transforming the lives of autistic young people age 16 to 25 supporting them into employment.

The Shaping Futures Programme is a new development for the charity and an opportunity to really make a difference to the lives of young neurodivergent people. You will work with a range of young people, and support them to achieve a positive learning outcome, regardless of the challenges they face.

You will support on creating applications to the Shaping Future Programme, and deliver training packages, in person and on-line, to enable young people to secure and sustain further education, volunteering, an apprenticeship and/or paid employment.

You will work with young people on a one-to-one basis using a person-centred approach and create an Employment Action Plan for each young person in collaboration with them:

You will require skills in relating to prospective employees and employers, a leadership approach exemplified by innovation and creativity to passionately seek and drive opportunities for young people

DUTIES & RESPONSIBILITIES

Main Duties:

Lead on stage 1 of the project, reaching out and creating applicants into the employment support service, delivering stage 2 training, workshops, skills development, employer liaison and job matching and stage 3 post employment support.

- Identify and attract suitable young people for supported employment.
- Work with young people on a one to one basis using a person centred approach.
- Compile a vocational profile which will establish the young person's skills and expectations and identify barriers and support needs.
- Develop an employment action plan for each young person, providing appropriate support and training to enable young people to secure and sustain paid employment.
- Identify suitable jobs within the relevant sectors through engagement with young people and employers.
- Organise work experience placements within agreed frameworks and monitor progress.
- Support young people in understanding and managing the financial implications of paid employment.
- Raise awareness of the benefits of employing young people with autism and/or other disabilities including reaching out to prospective employers, making presentations, attending meetings and events.
- Support volunteers who assist with the development and delivery of the service.
- Keep up to date with:
 - Disability and employment issues.
 - Topics relating to employment including relevant Government employment programmes and funding available.
 - The current job market and employer needs.
 - Recruitment and selection techniques.
 - Income maximisation including an understanding of welfare benefits.
 - Retention and redeployment issues.
- Liaise with other departments within the wider Charity and, in particular, service delivery functions.
- Attend in-house and relevant external training courses, as agreed with the line manager.
- Ensure that all activity helps to build the Caudwell Children brand and is at all times brand compliant.
- Engage actively with our volunteers as appropriate and within the scope of the post.

- Promote and embed Equality, Diversity and Inclusion (EDI) in all work and ensure community engagement information is communicated in plain English and meets accessibility requirements.
- Create and design learning resources
- Where appropriate, develop and maintain links with other professionals in the same specialist field of work.
- Keep comprehensive and accurate records in relation to your role and in accordance with organisational policies and procedures as well as local, professional and national guidelines.
- Attend training as appropriate to the role, applying knowledge gained to the workplace.
- Engage in Support and Supervision sessions, where appropriate, to reflect on practice enhancing communication and quality of service.
- To work effectively and collaboratively as a member of the team, building and maintaining good working relationships with all colleagues, stakeholders and professionals from external agencies.
- Ensure compliance with statutory and non-statutory bodies, including CQC, ISO 9001 and the Health & Safety Executive where applicable.
- Adhere to all Caudwell Children policies and procedures.
- Demonstrate commitment to Caudwell Children's mission, vision and values.
- On occasion and when necessary, work flexible hours to meet the needs of the business.
- Willingness to travel in order to meet the needs of the post.

This Job Description indicates only the main duties and responsibilities of the post and is not intended as an exhaustive list. The post holder may be asked to carry out other duties from time to time. The Charity reserves the right to amend this Job Description from time to time, according to business needs.

PERSON SPECIFICATION

Essential Criteria

- Able to adapt to the needs of students and provide an inclusive and supportive learning environment.
- Effective communication skills, able to adapt to quickly changing situations and children's individual needs
- Strong behaviour management skills
- Establish positive rapport with students and staff.
- Passionate about making a difference in young people's lives
- Mediation skills.
- Data collection and recording skills.

- Vocational and workplace person centred assessment and planning skills.
- Networking and relationship building skills.
- Training and development skills.
- Able to identify the essential and critical components of potential job roles.
- Able to ensure training and employment offered matches the skills and abilities of individual.
- General knowledge of equal opportunities legislation.
- Knowledge of education and further education sectors.
- Knowledge of transitions from education to work.
- Excellent organisational and planning skills, as well as close attention to detail.
- A can-do attitude, solutions focus and ability to inspire and motivate.
- Able to work pragmatically and adapt to changing circumstances, displaying resilience.
- A team player able to take initiative.
- Able to deal with sensitive issues with tact, sensitivity and diplomacy.
- This role will require extensive travel within the Staffordshire area.
- Knowledge of Safeguarding in Adults & Children.

Desirable Criteria

- Autism Awareness
- Disability Awareness
- Disability employment
- Digital skills industry
- Experience of working in the Charity/Third Sector.

EQUAL OPPORTUNITIES

Caudwell Children is a Disability Confident employer committed to offering an interview to all applicants who meet the minimum criteria and declare they have a disability as defined in the Equality Act 2010. We are committed to creating a diverse environment and will not discriminate for any reason against any person because of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation. We particularly encourage applications from people who identify as Black, Asian or from a Minority Ethnic background and other underrepresented groups.

