

## Job Description

**Primary Business Unit:** Adult Services: The Jigsaw Centre

**Job title:** Instructor (Bank)

**Reports to:** Deputy Manager/Manager

### Main purpose of the job

Based at our Jigsaw Centre supporting and teaching our day students with a variety of activities appropriate to their individual needs.

Offering opportunities to learn and develop confidence and independence through a variety of activities and opportunities with the intention of promoting independence, personal choice and social inclusion.

Introducing lesson plans to suit the needs and abilities of the individual students and completing these by planning a varied timetable of appropriate and engaging activities both in the Jigsaw Centre and out in the community.

### Main duties / responsibilities

- Assisting with the day to day running of the Jigsaw Centre Departments.
- Designing learning plans to suit the needs and the abilities of the individual students and complementing these by planning a varied timetable of appropriate and engaging activities both in the Jigsaw Centre and out in the community.
- Encouraging and assisting the people we support to use the department's equipment and resources.
- Planning, creatively developing and participating in a varied timetable of activities within the Jigsaw centre and out in the community to meet the needs of the people we support and encourage and motivate them to achieve their goals. Promoting and sustaining links with the local community.
- Supporting the students in a low arousal environment in line with their individual learning and activity plans.
- Working in conjunction with key workers and families to ensure that the planned activities reflect the changing needs of the people we support and actively promoting and sustaining a two-way relationship between home and the department.
- Preparing teaching materials, lesson planning, monitoring and evaluating student's work on an ongoing basis with the support from our senior Instructor and management team.

- Responsibility for the care, health and safety of the people we support and recognising the entitlement of the individuals to be treated with equality, dignity and respect.
- Actively promoting the development of each individual, adopting a holistic approach which demonstrated the understanding of their personal, physical, emotional, spiritual and educational needs
- Develop and maintain harmonious working relationships with other professional agencies to inform, develop and implement best practice and standards.
- Take personal responsibility and act within the spirit, principles and values of the Charity

## Other requirements

Any training required may need to be completed outside working hours

## Person Specification

### Education and qualifications

Essential	Desirable
Minimum GCSE level including English and Maths	Experience in teaching/supporting People within a learning environment.
Knowledge of effective communication systems appropriate to individual needs.	PTLLS qualification or equivalent

### Knowledge and Experience

Essential	Desirable
Delivering teaching or training to people on the autism spectrum	Attending and contributing to review meetings
Excellent team working skills	
Good report writing skills	
Managing emotionally and physically challenging behaviours and commitment to attend training relevant to this	
Knowledge of effective communication systems appropriate to the needs of the people we support	

## Personal Skills and Qualities

Essential	Desirable
Creative flexible, self-motivated, enthusiastic and proactive approach	Full current driving licence
Ability to motivate others	
Empathy and sensitivity	
Ability to work alone and autonomously	
Ability to remain calm when managing emotionally and sometimes physically challenging situations	

## Personal Skills and Qualities continued

Essential	Desirable
Excellent spoken and written communication skills	
Excellent organisation skills and the ability to keep accurate records	