



Independence and Life Skills Tutor

Hours:	21 hours per week
Days:	Monday, Wednesday and Friday
Contract:	Permanent
Salary:	£25,750 – 26,750 (depending on skills and experience), plus 5% pension contribution
Annual Leave:	25 days per year (increasing by one day per year until you reach a maximum of 30)
Location:	64 Altenburg Gardens, SW11 1JL
Reporting to:	Independent Living and Wellbeing Team Leader

About us

At Share, we're passionate about supporting disabled people to set their own goals for learning and life, and then helping them to achieve their aspirations. The majority of our students are people with learning disabilities and/or autism. We offer a range of training, employment, personal development, and leisure opportunities. Our focus is on social and economic inclusion of disabled people in the community through supporting them to be more independent, have better health and wellbeing, and move towards employment.

The role

You will facilitate two different sessions that promote independence and life skills: My Life, My Way and Student Action Group. You will deliver these sessions three days a week to groups of adults, most of whom have learning disabilities. Some are also autistic, have mental ill-health and physical and sensory health challenges.

Training is themed around life skills, independence and self-advocacy. Topics covered include home skills, confidence using money, equality and diversity, choice and control, communication and being responsible. You'll also make use of community resources by enabling learning to take place outside of the building. You'll be responsible for delivering and evaluating the day, as well as providing feedback on student development and wellbeing.

Who we are looking for

Our ideal candidate would have experience of delivering training and have a good understanding of the challenges faced by adults with learning disabilities and autism. You'll have a strong commitment to the inclusion of disabled people in all aspects of life. You'll need to be an energetic person who likes to keep busy, leads by example, and is able to use initiative to problem solve and think quickly.

Main Responsibilities

- To deliver a programme of activities to support the students' learning goals, ensuring sessions are creative, challenging and engaging and take place both inside and outside of Share's training centre.
- To develop positive rapport with the diverse students on our My Life, My Way and Student Action Group programmes. This will include using aids to communication, including Makaton and using digital apps.

- Develop awareness of sensory preferences and other needs to promote a positive learning environment for individual students on the autistic spectrum.
- To support in assessing students' learning and health needs and contribute to designing each student's individual development plan and Student Star record, taking part in regularly reviewing them.
- To maintain a record of daily activities using various digital media such as photos and videos, and communicate progress at agreed intervals to support network, including reviewing and recording the students' progress on a monthly basis, and maintaining computerised student records.
- To develop and source resources suitable for delivery of the programmes, including venues and resources in the community.
- Support the recruitment and retention of regular volunteers that support your groups, by following best practice as guided by the HR Manager.
- Add to and manage each student's portfolio of evidence which they'll receive at our yearly annual awards day.
- To work as a collaborative member of the Wellbeing and Independent Living Team.
- To work at all times within a framework of equality of opportunity and in a way that values each student.
- To undertake any training that may be required in order to fulfil the role as effectively as possible including courses to update knowledge in best practice in autism, Safeguarding of Vulnerable Adults, Makaton and Basic Food Hygiene.
- To attend and take part in Share staff meetings, supervisions, organisational events and external events as required.
- To undertake any other tasks as may reasonably be required.

Person Specification

Essential experience

1. Experience of working within a social care environment and providing services directly to adults with learning disabilities and autism.
2. Experience of supporting disabled people to live independent, autonomous and happy lives.
3. Experience of facilitating interactive sessions that enable people to acquire new skills, both social and practical, to foster a better understanding of their health and wellbeing.
4. Experience of having a busy and varied workload and achieving given deadlines.

Essential Skills and knowledge

1. Excellent administration, organisational and time management skills.
2. Strong ICT skills and full competence in use of the Microsoft Office suite (in particular Outlook and Word), iPads, mobile technology and databases.
3. Able to learn and implement new technology and concepts quickly, and using your passion to inspire others
4. Good literacy and numeracy skills, with the ability to produce clear, well-presented, concise reports and session plans.
5. Knowledge about best practice in autism and supporting adults with learning disabilities.

Essential Personal Qualities

1. A strong commitment to the inclusion of disabled people from a wide range of ethnic and cultural backgrounds in all aspects of life, including employment.
2. A strong team-player who enjoys working alongside others to achieve goals.
3. Personal flexibility and the ability to work in a way that is adaptable and focused on the needs of each individual student.
4. The ability to solve problems creatively, explore options and manage stressful situations.

How to apply:

Please send your CV, alongside a cover letter addressing the following three questions:

1. What is your experience of working with SEN adults in a training capacity?
2. What is your understanding of challenging behaviour?
3. What are your top three qualities that make you an excellent Tutor?

Please also complete our equal opportunities form (available to download here <https://www.sharecommunity.org.uk/jobs/independence-and-life-skills-tutor>)

Please send everything to hadmin@sharecommunity.org.uk.

If you would like to have chat about the role or visit us prior to applying, please contact us on 020 7924 2949.

We focus on ability and believe people work best when they feel valued, safe and happy. We do all that we can to make sure that Share is friendly and welcoming to everyone.

We welcome and encourage applications from people of all backgrounds. We're committed to recruiting a diverse workforce as we think it's important that we fully represent the people we serve. We therefore wish to attract more applications from groups currently under-represented on our staff team, particularly those from Black, Asian and Ethnic Minority backgrounds.

This job is subject to two satisfactory references, evidence of qualifications, an enhanced DBS check and providing evidence of right to work in the UK. If you have a disability and would like to discuss other ways of submitting your application, please call 020 7924 2949.

Our privacy policy for job applicants can be found here: <https://www.sharecommunity.org.uk/privacy-policy-job-applicants>

We look forward to receiving your application.

