



Job Description

Work Area Leader – Victoria House

Responsible to: House Manager

Responsible for: N/A

Job Purpose: To ensure the engagement of all residents through providing meaningful work-related activities that meets their needs, planning and evaluating, managing resources and establishing relationships that create the optimum conditions for engagement and wellbeing. Support residents to make high standard goods within each resident's potential in order to sell at local trade fairs / markets / commissioned / ECT open days and local craft shop.

Key responsibilities:

Main

1. Take responsibility for care of the residents within your work area in accordance with their needs as set out in Self- Advocacy Plans, Behaviour Support Plans, Care Plans, Risk Assessments, and any other relevant documentation.
2. To guide and direct support staff within the Victoria House Team.
3. Set and plan individuals tasks, Set up looms or projects along side residents
4. Establish positive relationships acting as a role model and being aware of and responding appropriately to individual needs.
5. Work alongside care staff from Victoria House
6. Promote the inclusion and acceptance of all residents.
7. Work towards achieving best practice in the provision.
8. Take responsibility for the development of resident's skills.
9. Participate in the assessment, recording and reporting of resident's work and progress and to communicate and consult with stakeholders when required.
10. Manage effectively and efficiently any resources allocated within an agreed budget.
11. Always uphold the safeguarding and promotion of all residents.
12. Take personal responsibility to ensure you are fully informed of all matters relating to the welfare of residents by keeping up to date in reading relevant paperwork.
13. Ensure the allocation of resident support within the work area that you are responsible for.
14. Understand the shared line management of Learning Support Workers / Care Workers with assigned Registered House / Assistant House Managers.
15. Take responsibility for organising, risk assessing and staffing requirements for trips/workshops in the wider community which includes instructing support staff.
16. Ensuring the weavery area is clean and tidy at all times, taking responsibility for own work area and cleaning up after each session. Adhering to health and safety at all times.

General

1. Working according to the policies and guidelines of the organisation.
2. To be committed to Continuing Professional Development (CPD) which includes the completion of Training qualification EAT or equivalent.
3. Improving your own understanding of the values that underpin the work in the organisation by attending relevant induction and training.
4. Respect confidentiality always.
5. Through personal example demonstrate commitment to equality and diversity ensuring equality of access and treatment for all.
6. There will be times when you may be required to undertake additional tasks, duties and responsibilities within your capabilities and may be asked to undertake an alternative job on a temporary basis. However, you will not ordinarily be assigned to duties or required to perform services which you cannot reasonably perform or are outside the range of your normal skills and experience.

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties as required.

Line Manager Signature:

Date:

Employee Signature:

Date:

Person Specification

Work Area Leader – Victoria House

Requirement	Essential or Desirable?	How Assessed?
Knowledge & Understanding: Training qualification (EAT or equivalent) Subject specific experience for the post applied for. A good understanding of relevant issues for residents with learning difficulties and disabilities. Experience in working with individuals with learning difficulties and disabilities. Awareness of Health & Safety and safeguarding needs of individuals.	Desirable Desirable Essential Desirable Essential	Application Application Application & Interview Application & Interview Application & Interview
Skills & Abilities: Excellent interpersonal skills. Excellent communication skills. Excellent planning skills. Excellent organisational skills. Good IT skills. Ability to work effectively with individuals with learning difficulties and disabilities, including emotional and behavioural difficulties and challenging behaviour. Ability to prioritise workload and meet strict deadlines. Ability to work independently and as part of a team.	Essential Essential Essential Essential Essential Essential Essential Essential	Interview Interview Interview Interview Application & Interview Interview Interview Interview
Personal Attributes: Sensitive to individual needs and ability. Self-motivated. Innovative. Commitment to personal development. Flexible in approach. Reliable. Honest.	Essential Essential Essential Essential Essential Essential Essential	Interview Interview Interview Interview Interview Interview Reference & Interview Reference