



## Job Description

Job Title	Support & Education Mentor	Hours	Casual, Part-Time or Full Time
Pay	£8.98 per hour	Location	Within the persons home and community
Times	Shift patterns will vary as they are designed to match the needs of the person being supported. Shifts may include unsociable hours, weekends & bank holidays.		

## Key Working Relationships & Roles

- You will be responsible for ensuring that the supported persons Individual Support and Education Plan are adhered to.
- You will be representing Support'ed Limited and those they support and should always portray a positive image, exercising the skills of diplomacy, tact and empathy at all times.
- You will be expected to work closely with a variety of statutory, voluntary and independent organisations in order to meet the needs of the individual being supported.
- You will be expected to communicate effectively with the individual being supported, parents, carers and representatives of commissioning authorities and other organisations.
- You will be expected to follow all policies and procedures of Support'ed Limited.
- You will be expected to participate in training and/or seminars organised by Support'ed Limited and others i.e. universities, national organisations.

## Academic or Trade Qualifications

- You will be expected to complete The Care Certificate within the first 12 weeks of your employment.
- You will also attend internal & external courses to enable you to gain the necessary knowledge to support the person.

## Work Experience

Work experience in this sector is not necessary but a commitment to people and your wiliness to learn is!



## Key Responsibilities & Duties

- Providing support to the individual with learning disabilities and/or learning difficulties and complex histories, to live as independently as possible in their own home and in the community.
- To seek positive engagement with the person through the skills taught during your induction training.
- Supporting the individual to connect to their community and to become full and active citizens.
- Utilising formal/informal education approaches, you will be supporting a person to learn and develop their independent living skills within their home, in the community, in work or in education.
- You will be required to follow the persons Individualised Support & Education Plan (ISEP) and implement the policies, procedures and standards of Support'ed Limited.
- Most importantly, you must enable the person to become an active citizen within their community.
- To participate in the assessment and identification of the needs of the individual being supported.
- To keep accurate records of the support given to the individual and participate in the writing of reports etc.
- To inform your line manager of issues relating to the support needs of the individual.
- To work on your own initiative in following the persons ISEP to meet the support and educational needs of the individual you support.
- To identify your own training needs and ensure that these training needs are known to your line manager.
- To attend training and education seminars to enhance knowledge and skills.
- To follow the On-call procedure when necessary.
- To bring to the attention of your line manager, issues which require addressing to meet quality standards.
- To keep detailed records of expenditure.
- To provide personal care for the person supported as required.

## Support for You

- Support'ed Limited is a learning organisation dedicated to your support and education as well as those it provides support to.
- Develop and work within your own Individualised Support & Education Plan (ISEP).
- Experience is not necessary but your willingness to learn is.
- You will be expected to exercise individual judgment in recognising when to seek advice/support to enable people we support to fulfil their duties.