



Job Description

Job Title: Day Services Assistant
Reports to: Additional Services Lead
Department: Day Services

Overall Purpose

To contribute to the delivery of the organisational mission through the effective leadership and support of day service users to deliver a day service experience, which is enriching and developmental for users and is in accordance with our organisational values:

Equality

Empowerment

Respect

Sustainability

Core Duties

Support Worker Responsibilities:

- Safeguard all users of day services effectively.
- Support day users to receive a safe and empowering experience, which meets both their individual needs and facilitates maximum independence and participation.
- Be innovative and pro-active in developing, age appropriate, activities and resources that enhance the user's experiences, as well as making effective use of the community to enrich their day service experience.
- Maintain accurate records, as required, to support the effective running of day services
- Ensure all processes and procedures are adhered to for the benefit of day service users and team.

General Responsibilities for all Staff:

- Ensure that all beneficiaries are treated with dignity and respect.
- Empower day service users to maintain their personal independence and confidentiality.
- Contribute positively to a high-quality teaching, learning and caring environment.
- Comply with health & safety and safeguarding regulations.
- Any other reasonable duties commensurate with role as required.

Person Specification

Education & Qualifications

Attribute	Criteria	Evidence
Level 2 or above in English and Maths	Essential	Certs
Qualification in understanding of special education needs /care	Desirable	Certs

Experience, Knowledge & Abilities

Attribute	Criteria	Evidence
Ability to use IT to enhance day services experience	Essential	App Form & Int
Experience in care or education sector.	Desirable	App Form & Int
Experience of working with young people and adults with learning needs	Desirable	App Form & Int
Experience of supporting individuals in the community	Desirable	App Form & Int

Interpersonal Skills & Qualities

Attribute	Criteria	Evidence
Skilled communicator and effective both orally and in writing	Essential	App Form & Int
Evidence of developing and maintaining effective internal and external stakeholder relationships	Essential	App Form & Int
Be accountable and responsible for your own performance	Essential	App Form & Int
Has a genuine desire to improve the lives of our day service users and is passionate about equality, diversity and inclusion	Essential	App Form & Int
Self-motivated and proactive approach	Essential	App Form & Int
Flexible approach to work and hours of work	Essential	App Form & Int

Note: This job description and person specification is not an exhaustive description – it is a guide and will be subject to review to meet the service / business needs.