

Project Co-ordinator/Classroom Assistant



Job Purpose:

Support a Reach Centre's objectives and contribute to its targets by undertaking a broad range of delivery and support activities for Centre staff and clients.

Key Responsibilities:

Classroom

Set up and clear down for classroom sessions including sourcing materials and equipment as required
Support Tutors in the delivery of their sessions
Ensure the safety and wellbeing of clients during activities
Undertake cleaning as required

Clients

Provide support for groups of clients with additional needs in sessions (on or off the premises)
Provide shared lunchtime supervision of clients, normally between 1200 and 1300
Provide personal care including administering medication as and when required (training will be provided)
Provide 1:1 support for an identified client in sessions (on or off the premises)

Administration

Support Tutor's administrative tasks including photocopying, printing etc
Work at all times in accordance with Centre policies and procedures

Other Duties:

Generally support the Centre Manager in development and delivery of services
Attend required training in Safeguarding, Confidentiality, Health & Safety, Medication, Personal Care, 1st Aid and any other subjects identified as a requirement for the role
Access and contribute to supervisions and appraisals with line manager at agreed intervals
Assist with provision of refreshments and cleaning/washing up
Attend staff briefings and meetings as required
Communicate effectively with team members, clients and carers
Assist with evening social groups for clients if required (sickness/annual leave cover)

Key Skills/Qualifications:

Team working
Good communication
Person-centred working and non-judgemental approach
Ability to maintain client confidentiality
Basic Health & Safety
Problem solving to enable resolution of difficulties
English – for written and spoken communication
IT – for use of internet and email
Ability to work on own initiative

Personal Attributes:

Drive and commitment
Flexibility and adaptability
High standards
Approachability
Empathy
Planning and organisation