**City College Peterborough, Day Opportunities**

**Job description**

**Department:** City college Peterborough (CCP)

**LEA Division:** Day opportunities– Skills Development Hub

**Grade:** NJC Grade 5 SCP 5-7

**Reports to:** Hub coordinator

**Job Title:** Preventive support worker

**JOB PURPOSE**

To empower and support adults with learning disabilities within a day service setting to promote independence fulfilling lives by helping them develop essential life skills. Supporting with preventive service where we offer a safe space for individuals to socialise with peers and to prevent social isolation, loneliness and maintain health and wellbeing

The role involves delivering person- centred care and engaging, structured activities that promote dignity, inclusion and personal choice, enabling individuals to reach their full potential in daily living skills and participate actively in community life.

**PRINCIPAL DUTIES AND RESPOSIBILITIES**

**Support and care**

1. Provide high quality support that meets the physical, emotional, and social needs of individuals by promoting personal choice and encourage independence in all aspects of daily life.
2. Assist supported individuals in developing and maintaining essential life skills such as cooking, budgeting, communication, personal care (where necessary) and cleaning in line with infection control.
3. To administer when necessary pre-dispensed drugs within agreed procedures.
4. To assist supported individuals were necessary with eating and drinking determined by the input from SLT to promote physical wellbeing.

**Activity delivery**

1. To plan, facilitating and evaluating a range of engaging, inclusive activities (eg, arts and crafts, cooking, fitness sessions, community outings) to promote users’ confidence, independence, and acquisition of skills.
2. Adapt activities to meet individual abilities, preference and support needs.
3. Support individuals in accessing local community facilities and events.

**Person-centred support**

1. Work closely with individuals to set and review personal goals. Encourage social interaction and positive peer relationships.
2. To maintain respectful, trusting relationships with supported individuals, always promoting dignity and wellbeing.
3. To be prepared to deal with people who are often emotional & unpredictable in behaviour and be able to use negotiating skills to enable a person to fulfil their needs, and be as independent as they can be, according to their physical and mental health situation.

**Communication and record keeping**

1. Accurately complete records, progress notes, incident reporting and other required documentation to ensure that policies and procedures are adhered to, alerting the hub coordinator or other appropriate colleagues to any change in circumstances.
2. To participate in team meeting, training sessions and supervision as required.
3. When necessary to liaise with relatives, Health and social care professionals, other integrated team members, primary care and other colleagues to promote supported individuals’ independence.

**Health and safety**

1. Ensure a safe and supportive environment for all supported individuals and staff.
2. Take a proactive approach to service and personal development including the completion of QCF in Care level 1 & 2.
3. To follow safeguarding, health and safety, and confidential policies.
4. Respond appropriately to challenging behaviour and emergencies, using agreed support strategies.

**GENERAL DUTIES**

1. To ensure that the Service/Colleges policies with respect of Equal Opportunities are fully met.
2. To contribute to team working across the Service
3. To promote high standards of Health, Safety and Welfare, ensuring that the Service/College complies with statutory requirements.
4. To undertake other reasonable duties at the request of the Head of Service/Principal.

**FLEXILITY CLAUSE**

Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation’s other sections or departments.

**VARIATION CLAUSE**

This is a description of the post, as it is constituted at the date shown. It is the practice of this Service/College to periodically to examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. The appropriate Manager, in consultation with, the post holder, will conduct this procedure.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to your job description following consultation.

**Description prepared by**: Helen Stimson **Date**: June 2025

Hub coordinator – Skills development Hub

**Description authorized by:** **Date:**

**City College Peterborough, Day Opportunities**

**Person specification**

**Job title:** Preventive support Worker **Post Number**: N/A

**Grade:** Grade 5 **Department:** Skills Development Hub

**Hours:** 30/week **Division:** City College Peterborough

**Essential Criteria**

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| --- | --- |
| **Qualifications** | - Basic literacy and numeracy  - NVQ/QCF Level 2 in Health & Social Care (or willingness to complete) |
| **Experience** | - Experience supporting individuals with learning disabilities and/or autism (can include personal or voluntary experience)  - Experience promoting independence and choice  - Supporting individuals to access the community  - Ability to plan, deliver and evaluate group work |
| **Knowledge** | - Understanding of autism and learning disability needs  - Knowledge of safeguarding vulnerable adults  - Awareness of communication methods or visual supports |
| **Skills & Abilities** | - Excellent communication and active listening skills  - Able to manage challenging behaviour calmly and safely  - Empathetic, patient, and adaptable to individual needs  - Work as part of a team and alone, on base or in the community |
| **Values & Attitudes** | - Respectful, person-centred approach  - Committed to promoting dignity, rights, and inclusion  - Reliable, consistent, and supportive  - Willing to learn and attend ongoing training |

**Desirable Criteria**

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| --- | --- |
| **Qualifications** | - NVQ/QCF Level 3 in Health & Social Care  - Knowledge of food handling procedures  - Infection control |
| **Experience** | * Experience supporting people with sensory processing needs or behaviours of concern |
| **Knowledge** | - Understanding of the Mental Capacity Act and best interest decisions  - Awareness of person-centred active support and PBS |
| **Skills & Abilities** | - Ability to use initiative, prioritise, liaise with a range of other professionals  - Ability to follow PCC guidelines  - Ability to use a computer for record keeping |
| **Other** | * Willingness to support with personal care and daily living tasks when necessary |