



Job Description



Job Title:	Facilitator
Location:	South East – Newbarn School, RH12 3PQ
Hours:	8.45am-3.15pm Monday-Friday N.B. additional hours are available
Responsible to:	Community Manager
Key working Relationships:	Community Manager, Lead, Newbarn School, the individual, the individuals family and other professionals

Our mission is to support disabled and disadvantaged people of all ages in transformational and empowering ways to live fulfilling and inclusive lives.

About the organisation:

Circles Network is a UK wide voluntary organisation renowned for building inclusive communities on the foundations of justice, advocacy, empowerment, and friendships.

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Our work is organised into four key segments:

- Circles Community
- Circles Advocacy
- Circles Equine
- Circles Academy

We are dedicated and passionate individuals who are committed to delivering the highest quality support with the values of inclusion at the heart of everything we deliver.

The Values of Inclusion:

All the work carried out by Circles Network is underpinned by a strongly held set of values and beliefs known as the values of inclusion. This philosophy, where all people, regardless of ability, are seen to be citizens of worth, drives us in our mission.

We believe that:

- everyone has a voice and the right to be heard
- all people have dreams and aspirations
- all people have capabilities and qualities
- all people should have power and control over what they do now and in the future
- the whole community can benefit from embracing diversity
- all people should have the opportunity to lead ordinary and valued lives
- all people have the right to live in and be part of the community
- all people need friendships and independent relationships, a natural support network
- all means all

Summary:

The Facilitator will provide 1-1 support to a 14-year-old boy within Newbarn School to attend his lessons, support his engagement and learning within the classroom and to facilitate time out of lessons in a safe and appropriate way when the individual feels necessary.

Main duties and responsibilities:

- To support the individuals learning within the school setting. The Facilitator will encourage engagement with the work planned and delivered by the teacher.
- To support the individual to read and write during his lessons.
- To provide support to the individual to focus and respond appropriately during his lessons.
- To use the systems and approaches used by school to support the individual.
- To advocate for the individual at times when he is unable to communicate effectively.
- To support the individual to leave his lessons when he is unable to regulate his emotions or behaviours.
- To support the individual to engage in a structured activity during his time out of lessons
- To work in collaboration with Newbarn School, the individual's family and other professionals.
- To write comprehensive sessional notes each day.

Person Specification:

Qualifications and Training:

- Relevant NVQ in Health and Social care or qualified by experience
- Ability to use Microsoft Office 365 and other IT systems
- GCSE English and Maths, with a good level of literacy skills
- A good level of fitness to provide support on runs and other sport sessions
- Ability to travel to Newbarn School (rural location)

Experience:

- Have experience of working in a school setting
- Have experience of working alongside people with autism
- Have experience of alternative communication methods
- Have experience of working alongside people who find it difficult to regulate their emotions and behaviours
- Have experience of advocating on behalf of someone

Personal Attributes:

Competence - Have the ability to carry out your work efficiently and effectively.

- Be solutions focused, and able to support people to overcome the barriers they may face in day-to-day life.
- Have experience of producing written reports and correspondence to a high standard.
- Can interpret and apply the principles of legislation to 'real life.'
- Effective IT skills, particularly with Microsoft Word.
- Show effective time and stress management skills.

Commitment - to show dedication and attentiveness towards those you support and the wider organisation.

- Ensure that you are adequately trained in the Safeguarding of Children and vulnerable adults and that you follow policies and procedures set out by the organisation.
- Show a flexible attitude towards working hours.
- Show good time management.
- Demonstrate a continual drive at personal and service improvement and growth.
- A true belief in the values of inclusion and a passion to support people to uphold them.

Care and Compassion - to understand how other people may be feeling, showing concern/interest in their issues and lives.

- Be able to demonstrate how you have taken on an advocacy role your current work/ personal life.
- Be able to demonstrate an attitude which celebrates and respects differences.
- Show an understanding of the social model of disability, the values of inclusion, equal opportunities, and disability equality issues.
- Be able to deliver a warm, welcoming, and diplomatic approach.
- The ability to actively listen to people
- To be resilient and be calm in a crisis
- To have a good sense of humour

Communication - to be able to successfully share ideas, feelings, and information.

- Have good spoken and written communication skills.
- Have exemplary interpersonal skills, demonstrating a diplomatic style of communication.
- Understand learning styles and their implications for how we effectively communicate with one another.
- Demonstrate an ability to communicate with people who have difficulty expressing their views or wishes for whatever reason.

Creativity - to use imagination and original ideas to support the development of your work.

- Have the ability to create accessible materials to support different communication styles and preferences.
- To be able to think on your feet and offer creative solutions to divert a crisis.

Intuition and Self Awareness - to understand instinctively those you support and be aware of the impact you have on others.

- Experience and knowledge of how to manage conflict and perceived challenging behaviour.
- Be patient, tactful, diplomatic, and approachable.
- To have the confidence to adjust your approach accordingly.

Authenticity and Integrity – to be an honest and genuine person.

- Ability to show empathy and work with people from a variety of backgrounds.
- Demonstrate transparency and honesty in your everyday interactions.

Connection - to show connection in your relationships.

- Good networking skills - confident in speaking to new people.