



Role Profile

Relief Instructor

The role is to support a group of adults with learning disabilities and/or physical disabilities providing meaningful work-based activities within a variety of settings. As a relief instructor you will support approximately 5 vulnerable adults who work and work within a variety of activities such as arts & crafts, drama, woodwork, gardening, life skills & ceramics.

Hours of work: As required between Monday – Friday, 8.30 – 4pm

Hourly rate £10.42

Duties:

- In conjunction with the Operations Manager, plan work programmes for the service users working in their department to enable them to contribute positively to the work being undertaken.
- Day-to-day responsibility for planning activities undertaken in their department.
- Ensure appropriate supervision and instruction at all times.
- Communicate with service users, parents, carers, other members of staff and management.
- Assess progress made by service users both formally and informally and discuss any concerns with the Operations Manager.
- Report any concerns, complaints or untoward occurrences to the Service Manager/Operations Manager.
- Respond promptly to customer enquiries and ensure good customer relations at all times.
- Participate in essential in-service online training and attend courses as identified by management and Trustees.
- Guide and support volunteers and ensure they are working effectively.
- Maintain expenditure levels within agreed parameters.
- Ensure that tools, materials and other equipment are properly maintained and stored.
- Undertake other duties identified as appropriate by the Operations Manager.
- Be flexible and responsive to the needs of Northdale Horticulture, its service users and staff.
- Participate in meeting the needs of service users as identified and agreed with the Service Manager/Operations Manager, other staff members and associated professionals.
- Adhere to the six principles of safeguarding: Empowerment, Protection, Prevention, Proportionality, Partnership and Accountability.
- Maintain records in accordance with GDPR regulations and keep up to date with the requirements of current GDPR legislation.

Health and Safety

- Maintain a healthy and safe working environment by working within the guidelines as set out in Northdale Horticulture's Procedures and Health and Safety Policies and Legislation.
- Actively review COSHH assessments specific to your group.
- Follow procedures laid down in risk and COSHH assessments.
- Review risk assessments specific to group and feedback amendments if required to Governance and Health & Safety Manager and Operations Manager.

Equal Opportunities

- Ensure that the service delivery is underpinned by a commitment to equality of opportunity for either members or staff.
- Ensure the service is delivered to members in a way that respects gender, sexuality, age, culture and personal beliefs.

Other

- Please note that this is a dynamic role and duties may change over time.

Personal Specification

Essential:

- Good verbal communication skills: able to communicate effectively and clearly and build relationships with staff, service users, their families and carers.
- Demonstrate empathy with service users.
- Ability to work successfully in a team.
- Able to exercise judgement.
- Confidentiality.
- Flexible and adaptable.

Desirable:

- Experience in the social care sector.
- Experience of working with vulnerable adults, or understanding their needs and day-to-day challenges.