

**Midstream (West Lancs) Ltd**  
**JOB DESCRIPTION - LEARNING & CARE SUPPORT ASSISTANT**

**Location:** Skelmersdale      **Duration:** Permanent      **Salary:** £23,000

**Days:** Monday - Friday      **Hours:** Full Time 8.45 a.m. – 4.45 p.m. (35hrs per week)  
(will consider part time / job sharing)

**Responsible To:** Training & Operations Manager

**Closing date for completed application forms: Friday 31st January 2025 but early applications are encouraged.**

**Summary:**

This position combines the knowledge & skills of a care assistant with those of a teaching assistant within the SEND (Special Educational Needs & Disability) sector.

Working as part of an established team and under the guidance of qualified teaching or care professionals, you will be providing support to young people and adults with a wide range of learning disabilities and additional needs who are undertaking daytime vocational training and work activities within a specialist vocational training & social care provider.

You will be supporting individuals to achieve nationally recognised vocational qualifications, prompting and guiding them in their daily work activities, encouraging independence and positive behaviour, helping them to achieve personal targets via their Individual Learning Plan (ILP) and their EHCP (Education, Health & Care Plan) outcomes. Social inclusion and making choices are also promoted as part of this essential role.

You will be a key person to ensure the health, safety & wellbeing of the young people and adults being supported is maintained always. You may be required to assist with personal care needs as appropriate.

Work and training activities take place daily in a variety of purpose built, practical ‘real life’ working environments. These include:

- Horticultural unit
- Garden centre
- Café & Catering unit
- Office
- Crafts workshop
- Hair & beauty salon
- Pathways to Adulthood (educational setting)
- Offsite practical work experience in the wider community

Work is both indoors & outdoors and can be physically demanding. Support staff are also expected to drive company vehicles when accompanying young people and adults who engage in activities offsite, or to transport them to and from home as required, therefore, applicants must have a full clean driving licence.

### **Main Duties and Responsibilities:**

- Support, guide, prompt and encourage individuals throughout their daily work and training activities to ensure good conduct, health, safety and wellbeing always.
- Under the guidance of qualified teaching staff or workplace assessors, assist with training, developing and the assessment of learnt knowledge for nationally recognised vocational qualifications.
- As required, and under the guidance of qualified health & social care staff, provide assistance to young people or adults with additional needs with their personal care.
- Administer prescribed and over the counter medication as required and in-line with the established medication policy.
- Support individuals over lunches and breaks.
- Provide 1:1 support as required.
- Transport or escort clients to and from home using company vehicles when required.
- Record keeping & contributing towards meeting & reviews.
- Undertake Continuous Professional Development opportunities in line with your job role.
- Carry out any other duties as required.

### **PERSON SPECIFICATION**

#### **Minimum Essential Qualifications and Experience:**

##### *Education*

- GCSE / O Level passes in five subjects including:  
English Language Grade A-C (or equivalent)  
Mathematics Grade A-C (or equivalent)

##### *Vocational*

You should hold (or be willing to work towards) the following vocational qualifications:

- NVQ Level 2 or Level 3 Health & Social Care
- **or**
- NVQ Level 2 or Level 3 Teaching & Learning
- Workplace Assessors Award (D unit, A unit or TAQA)

### ***Experience***

- Recent experience within the care industry
- **or**
- Recent experience as a Teaching Assistant within an education setting (preferably a SEND setting).

### **Other Minimum Essential Requirements:**

- Must hold a full, clean driving license and have access to own transport.
- Must produce a satisfactory Enhanced Disclosure Report from the Disclosure & Barring Service (disclosure expenses will be met by Midstream).
- Personal qualities to include being pleasant, empathetic, caring, flexible and adaptable.
- IT skills (e.g. Microsoft Word & Excel).
- Good interpersonal skills.
- Effective communication skills.
- Willing to take part in further training and attain further vocational qualifications as applicable.
- Ability to work as part of a team.
- Prepared to work both indoors and outdoors in all weathers.
- Able to carry out physically demanding work.

### **In addition to fulfilling the above minimum criteria any attributes from the following, although not essential, would be very advantageous:**

- Nursing skills, experience & qualifications e.g. RN / RNLD
- British Sign Language Level 2 or Level 3

**N/B** Employment offers are subject to:

- Satisfactory Enhanced Disclosure Report from the Disclosure and Barring Service
- Satisfactory references
- Satisfactory completion of a 12-month probation period

***Midstream is committed to Equal Opportunities and is positive about people with disabilities.***