

Job Title: Learning Support Assistant

Responsible to: Manager

Purpose of job: To provide skills training and work experience for trainees and students with a wide range of abilities whilst

- **carpenter** – running a productive carpentry workshop producing high quality products for sale.
- **gardener** – maintaining and developing our garden department, growing fruit and vegetables for use in our kitchen and a range of plants for sale

Main tasks and responsibilities:

- Provide meaningful training and learning opportunities for our trainees and students in a safe and welcoming work environment. This will include
 - co-ordinating the supervision of up to four trainees working in the relevant areas and ensuring that all trainees are engaged in activities appropriate to their abilities
 - being responsible for the supervision of personal support workers and volunteers working with trainees
 - encouraging trainees and providing feedback on their achievements, including reviewing progress and completion of their individual daily diary
 - helping develop work programmes and achievable learning objectives
 - assisting our Trainee and Development Coordinator in the delivery of the ASDAN employability qualification, including production of a portfolio of evidence for individual trainees.
 - providing training in selected processes as required to volunteers, personal support workers and staff.
 - reporting to the Manager or Trainee and Development Coordinator any instances of a trainee breaking their code of conduct
- **Health and Safety:** ensure the premises are in good order and oversee the implementation of Health and Safety policies in the appropriate areas. Report all repairs required and health and safety hazards.
- **Maintain product line and quality.** This will include
 - ensuring quality control measures are in place so products consistently meet high standards and estimated delivery dates
 - maintaining equipment, including maintenance records, and advising on addition or replacement as necessary
 - producing and maintaining display items
 - answering customer queries
 - **carpenter** – designing and producing new and bespoke items for customers, advising on materials and product pricing
- Participate in staff meetings, staff training, occasional cover and/or out-of-hours work.
- Support management and the board of trustees in delivering strategic objectives.

Note: Post holders have a responsibility to comply with and promote all Phoenix values and policies. At all times the post holder will be expected to understand and observe the policy that all matters concerning individual service users (trainees and students) are dealt with in a strictly confidential manner. This job description is not intended to establish a fully comprehensive list of tasks but to outline the main role responsibilities.

Supported work experience for people with learning difficulties