



# Diocese of Westminster

<b>Job profile</b>	<b>LSA- A Place to Grow</b>
<b>Location:</b>	St. Joseph's Pastoral Centre
<b>Reporting to:</b>	Social Enterprise Manager
<b>Job reference:</b>	0075-9017

## **Job Purpose:**

LSA will motivate and inspire students as well as assist the tutor. As part of their role, the candidate will work in a 'person-centred' way with each student.

## **Principal duties and responsibilities**

1. To work in a 'person-centred' way with each student.
2. To assist the tutor in preparation and de-brief and support the students

## **Key Areas of Responsibility**

1. To assist with the teaching and supporting of the students to reach their full potential within this course.
2. To work in line with St Joseph's Pastoral Centre course planning, evaluation, and student monitoring systems.
3. To work in accordance with St Joseph's Pastoral Centre's Health and Safety policies, confidentially policy, in line with safeguarding vulnerable adults' procedures
4. To liaise in a professional manner with colleagues with other agencies regarding the course content and student welfare/participation. To accurately and promptly communicate to other professionals and carers as directed by policy and good practice.
5. To actively participate in supervision and training sessions.
6. To work within the overall strategy and budget for the Centre

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<b><u>Person specification:</u></b>	<b>LSA-A Place to Grow</b>
<b><u>Contract Type:</u></b>	Part time (52 weeks)
<b><u>Salary:</u></b>	£11.69 per hour
<b><u>Hours of work:</u></b>	6 hours per week (Saturday all day + agreed additional hours: training, staff meetings)

## **Skills, aptitudes, attributes**

1. Qualifications and experience of woodwork is essential
2. Qualification in the chosen subject is essential
3. Portfolio showing your creativity and excitement.
4. Knowledge and experience of working with people with learning difficulties is desirable.
5. Ability to work independently and as part of a team
6. Ability to motivate yourself, staff and students
7. Good interpersonal skills, both written and verbal
8. Commitment to the mission and values of St Joseph's Pastoral Centre

## **Confidentiality**

1. It is expected that all St Joseph's Pastoral Centre employees and volunteers will understand that our work is confidential and that personal details about people we work with and their families should not be divulged to members of the public.

## **Value Base**

1. The post holder is expected to become familiar with the ethos and value base of St Joseph's Pastoral Centre and work within that framework. He/she must be prepared to operate within a Catholic organisation, with the understanding that the agency works with all people, regardless of religious beliefs.

## **Other**

The post is subject to an enhanced check by Disclosure and Barring Service

**N.B** This is not intended to be a comprehensive description of the duties of the post. The post holder may be required to undertake other related duties as required