

Job description - Instructor for Arts, Crafts and Life skills

Diagrama Foundation is seeking a new **Instructor for Arts, Crafts and Life skills** at our sites in **Burgess Hill and Haywards Heath**. There may be occasions where you will be required to work from our main site at Duckyls Farm Centre near East Grinstead. This is an exciting new opportunity, and we are seeking applications from candidates who are able to demonstrate ability to effectively delivering a first-class service to our service users.

Key Responsibilities/Accountabilities

- To provide safe and professional care to service users to ensure they are supported and guided to develop positive relationships, and aid their emotional, social, behavioural, physical and intellectual growth, especially in the field of arts, crafts and lifeskills.
- To deliver relevant accredited educational/vocational qualifications.
- To provide a safe and secure environment for the care and support of service users, ensuring compliance with all policies and procedures in place to meet our statutory and contractual requirements.
- Plan, Create and produce activities to occupy and develop service users to ensure that they gain skills and education in line with their identified needs.
- Conduct service user's strength-based assessments and ensure regular review of care and support plans.
- Complete, maintain and supply documentation to ensure relevant information is accurately recorded- in line with company procedures, and compliance with statutory and contractual requirements.
- Build and create positive relationships based on mutual trust and respect with service users to ensure that they develop and grow in line with their identified needs.
- Communicate and act to promote teamwork and ensure high standards of service delivery in accordance with the best interests of the service user.
- Ensure own and, when appropriate, other's actions reduce risks to health and safety in compliance with statutory legislation and company policy.
- Define structures and boundaries for service users to ensure their welfare; ensuring they understand behaviour expected.
- To assist in creating opportunities, within and outside the service for the service users to learn and develop from.
- Undertake any other duties as required from time to time by the Contract.

Job Type: Part time (8 hours Burgess Hill + 8 hours Haywards Heath = 16 hours) possibility of Full time post combined with other instructor roles

Salary: £12.66 p/h

Ability to commute/relocate:

- Mid Sussex Area: reliably commute or plan to relocate before starting work (required)

Experience:

- Previous experience within in a similar environment

Languages

- English (required)

Licence/Certification:

- Driving Licence

Work Location: In person

Benefits

- Company pension
- Health & wellbeing programme

Education

- GCSE or equivalent (preferred)