



## Job Description: Basic Instructor

Job Element	Detail
<b>Overview of Ability West</b>	<p>Ability West provides a wide range of high-quality services to children and adults with intellectual disabilities and autism across Galway City and County. Services provided are day, residential, short breaks, community supports, rehabilitative training and multi-disciplinary supports. The ethos of service provision is underpinned by our Vision, Mission, Core Values and Strategic Plan, which is to empower people with disabilities to live self-directed lives in an equal and inclusive society. Each person is supported and valued within an environment which promotes their overall autonomy, health and wellbeing and enables them to reach their potential.</p>
<b>Job Title</b>	<p>Basic Instructor</p>
<b>Overview of Role</b>	<ul style="list-style-type: none"> <li>• Support the Senior Instructor to plan, implement and evaluate programmes in a variety of areas including, arts, crafts, social skills, woodwork, cookery, horticulture, contract work and home management depending on people we support' preferences and ability.</li> <li>• Instruct on courses as required. These courses will include specific skills as well as social development, personal care, and community integration.</li> <li>• Ensure that people we support Person Centred Plans are in line with policy.</li> </ul>
<b>Purpose of Role</b>	<p>The purpose of this position is to support the Manager Day Services and the Senior Instructors to provide educational development and training services for adults with an intellectual disability attending Ability West's services in accordance with Ability West policies, procedures and guidelines and the Ability West's Safety Statement.</p>

<b>Reporting To</b>	The post holder reports directly to the Manager of the Day Service.
<b>Key Working Relationships</b>	Area Managers, Manager Day Services, Senior Instructors, Basic Instructors.
<b>Department/Location</b>	The role will be based at the Day Service location with some travel to other locations in accordance with service and business needs.
<b>Authority Levels</b>	<ul style="list-style-type: none"> <li>• Communication – people we support, families and relevant external agencies.</li> <li>• Participate in Quality processes.</li> </ul>
<b>Key Duties</b>	<ul style="list-style-type: none"> <li>• Provide, under direction, instruction in a variety of areas including, arts, crafts, social skills, woodwork, cookery, horticulture, and independent living skills depending on people we support' preferences and ability.</li> <li>• Instruct on courses that will include specific skills as well as social development, personal care, and community integration.</li> <li>• Work as part of a team where work may be of a flexible nature and duties interrelate and overlap.</li> <li>• To establish and maintain relationships with people we support that are based on respect and equality and that promotes their independence.</li> <li>• Work positively and constructively with service users who present with behaviours that challenge.</li> <li>• Use of person first language in verbal and written communication.</li> <li>• Assist in monitoring and discussing people we support progress with professional staff attached to the centre and to keep such records and reports as may be required by the Manager.</li> <li>• Participate fully in regular staff and planning meetings, case conferences, family meetings, etc. as requested by the Manager.</li> <li>• Supervise people we support at break-times together with other staff and assist in leisure and extracurricular activities as required.</li> <li>• Support people we support in training, work experience and employment opportunities at various locations as required.</li> <li>• Maintain high safety standards and ensure that all safety regulations are complied with. Implement and be familiar with the appropriate procedures in relation to the health and safety of people we support, staff, and visitors as contained in the Ability West's Safety Statement.</li> <li>• Take responsibility for service delivery to a number of people we support within the workplace and to act as part of the key-worker system in consultation with the Day Services Manager and the Senior</li> </ul>

	<p>Instructors.</p> <ul style="list-style-type: none"> <li>• Maintain high safety standards and ensure that all safety regulations are complied with. Implement and be familiar with the appropriate procedures in relation to the health and safety of people we support, staff, and visitors as contained in the Ability West’s Safety Statement.</li> <li>• Administration, supervision and recording of prescribed medication.</li> <li>• Undertake transport duties.</li> <li>• Take part in relevant community activities as deemed suitable for people we support development.</li> <li>• Participate in IT initiatives including Core HR, Personal Development Planning (PDP), Performance Management System in line with the Ability West policy, or any other system.</li> <li>• Undertake relevant training courses, both in house and external, as may be required to develop the necessary skills to meet people we support and organisational needs.</li> <li>• Work in any of Ability West’s centres as assigned by management.</li> </ul> <p><i>The list of key duties is not exhaustive.</i></p>
<p><b>Other Requirements of Post</b></p>	<ul style="list-style-type: none"> <li>• Reliability and a flexible approach.</li> <li>• Ability to conduct oneself in a professional manner throughout the course of one’s duties.</li> <li>• Adherence to Ability West’s policies at all times.</li> </ul>
<p><b>Person Specification: Essential Criteria</b></p>	<ul style="list-style-type: none"> <li>• An ability to instruct people we support in all programmes offered at Day Centres.</li> <li>• Full current driving license with access to your own vehicle.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Strong problem-solving skills.</li> <li>• Excellent interpersonal and communication skills.</li> <li>• Motivated, energetic, and enthusiastic personality.</li> <li>• An ability to advocate on behalf of people we support.</li> </ul>
<p>Desirable Criteria</p>	<ul style="list-style-type: none"> <li>• A professional degree in Teaching, Nursing, or Social Care.</li> <li>• Previous experience working with people with an intellectual disability or a similar field.</li> </ul>
<p><b>Key Competencies</b></p>	<ul style="list-style-type: none"> <li>• Genuine respect and empathy for diversity and individuality.</li> <li>• Flexible, responsible, and mature approach to work.</li> <li>• Creativity (e.g., in using community resources, problem solving, dealing with people we support needs).</li> </ul>

	<ul style="list-style-type: none"> <li>• Professional, accountable, good planning and time management skills.</li> <li>• Exceptional organisational and communication skills.</li> </ul>		
<b>Career Development</b>	<p>All employees of Ability West will be afforded Training and Development opportunities in regard to Career Development.</p> <p>In addition, there will be substantial training in legislative, Health &amp; Safety and other job-related training provided on an on-going basis.</p> <p>The HR department will work closely with all staff to ensure that all necessary Training opportunities are fair and transparent for all staff.</p>		
<b>Post Holder Sign Off</b>			
<b>Line Manager Sign Off</b>		<b>Date</b>	