



Job Description



Job Title:	Academy Facilitator
Location:	Rugby
Hours:	Bank
Responsible to:	Academy Manager - Midlands
Key working Relationships:	CEO, Academy Manager, Equine manager, Community Manager, Individuals we support, schools, families, external parties, horses,

Our mission is to support disabled and disadvantaged people of all ages in transformational and empowering ways to live fulfilling and inclusive lives.

About the organisation:

Circles Network is a UK wide voluntary organisation renowned for building inclusive communities on the foundations of justice, advocacy, empowerment, and friendships.

Our mission is to support disabled and disadvantaged people of all ages in transformational and empowering ways to live fulfilling and inclusive lives.

Our work is organised into four key segments:

- Circles Community
- Circles Advocacy
- Circles Equine
- Circles Academy

We are dedicated and passionate individuals who are committed to delivering the highest quality support with the values of inclusion at the heart of everything we deliver.

The Values of Inclusion

All the work carried out by Circles Network is underpinned by a strongly held set of values and beliefs known as the values of inclusion. This philosophy, where all people, regardless of ability, are seen to be citizens of worth, drives us in our mission.

We believe that:

- everyone has a voice and the right to be heard
- all people have dreams and aspirations
- all people have capabilities and qualities
- all people should have power and control over what they do now and in the future
- the whole community can benefit from embracing diversity
- all people should have the opportunity to lead ordinary and valued lives
- all people have the right to live in and be part of the community
- all people need friendships and independent relationships, a natural support network
- all means all

Summary:

The Academy Facilitator will assist the Academy Manager to carry out the work of the project and the organisation and to expand on this work at a local level.

You will be an enthusiastic champion of our young people, striving to ensure that they make positive steps towards their wishes and dreams through our inclusive curriculum. This will be in a person centred, non-judgemental way, listening to the child and their families' needs and aspirations.

Main duties and responsibilities:

- Ensure that all pupils are supported and monitored in the setting so that they are equipped with the skills to develop and learn.
- Facilitate creative and person-centred sessions that lead to significant progression and attainment for all young people.
- Actively promote our relational and praise policy and systems to ensure that the delivery of outstanding education for all.
- Promote pupils' independence, self-esteem and social inclusion.

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in hands on learning and extracurricular activities especially within our outdoor setting.
- In collaboration with the Academy Manager, organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Deliver high quality sessions that demonstrate a broad and balanced curriculum.
- Develop effective 1:1 relationships with students to engage and inspire and keep fun central.
- Accompany students off site as needed to aid their learning.
- Facilitate the learning of problem solving techniques.

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Understand the cohort and plan accordingly
- Prepare equipment and resources prior to them starting.

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents, carers and school staff.
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
 - Keep Academy manager accurately informed of performance and progress or concerns they may have about the pupils they work with.
 - Develop effective professional relationships.
 - To work as a team member and to share your gifts, strengths and skills, whilst drawing on the qualities of other colleagues within Circles Network.

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- For lone working, ensure that you have read the appropriate policy
- Keep yourself safe

Professional development

- To strive to keep own knowledge and understanding relevant and up-to-date by reflecting on own practice, liaising with staff members, and identifying relevant professional development to improve personal effectiveness

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from Circles Network
- To take part in the appraisal procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside of the academy.
- Have proper and professional regard for the ethos, policies and practices of the academy, and maintain high standards of attendance and punctuality
- Demonstrate Circles' Values, to develop and sustain effective relationships with the academy community
- Respect individual differences and cultural diversity.

The facilitator will be required to safeguard and promote the welfare of children and young people, and follow academy policies and the staff code of conduct.

- To fully inform families, schools and associates, using accessible means about the philosophy and practice of person centred education.
- To bring a knowledge of issues of equality and to encourage people to develop their thinking and behaviour in line with the social model and full inclusion for all children particularly in relation to disability equality.
- To empower those supported by providing a platform through which they can have their voice heard and to actively listen and clarify your understanding, respecting cultural and social differences to communication.
- You will be expected to carry out any other duties commensurate with the post as directed by the Academy Manager.

Person Specification:

Qualifications and Training:

- Level 4 or C or above in English and Maths GCSE or equivalent.
- Ideally - Level 2 or above in an educational relevant qualification
- Proficient in Microsoft Office 365

Experience:

- Experience of working with a range of young people with a commitment to disability equality in an educational setting.
- The knowledge and use of a variety of person-centred planning tools.

Personal Attributes:

Competence –

- to have the ability to carry out your work efficiently and effectively.
- To be solutions focused, and able to support people to overcome the barriers they may face in day-to-day life.
- In depth knowledge and understanding of all aspects of a broad and balanced curriculum.
- Ability to lead and co-ordinate the facilitation of 1:1 learning and small groups and support, being the point of contact for colleagues, parents and guardians.
- Knowledge and understanding of trauma informed practice and approaches.

Commitment - to show dedication and attentiveness towards those you support and the wider organisation.

- Ensure that you are adequately trained in the Safeguarding of Children and vulnerable adults and that you follow policies and procedures set out by the organisation.
- Reliable with good time keeping.
- A true belief in the values of inclusion and a passion to support people to uphold them.

Care and Compassion - to understand how other people may be feeling, showing concern/interest in their issues and lives.

- To be genuinely interested in people and in getting to know their interests and skills.

- Ensure that your conduct is trauma and shame reducing at all levels within your role.
- Show empathy and patience when dealing with colleagues.

Communication - to be able to successfully share ideas, feelings and information.

- The ability to communicate with a range of people.
- The ability to actively listen to people
- To have an understanding of learning styles and their implications for how we effectively communicate with one another.
- To demonstrate an ability to communicate with people who have difficulty expressing their views or wishes.

Creativity - to use imagination and original ideas to support the development of your work.

- To have a skill in an activity or craft that could be shared with others eg gardening, snooker, scrapbooking or sewing.
- Be solutions focused and think outside the box.
- Ability to generate and be self-motivated to complete tasks.

Intuition and Self Awareness - to understand instinctively those you support and be aware of the impact you have on others.

- Show the ability to tune into the energy of the animals and individuals you support.

Authenticity and Integrity – to be an honest and genuine person.

- Ability to show empathy and work with people from a variety of backgrounds.
- Demonstrate transparency and honesty in your everyday interactions.

Connection - to show connection in your relationships.

- Good networking skills - confident in speaking to new people.