Dear Applicant

07-1296 Apprentice Assistant Activity Co-ordinator (Level 2 Adult Care Worker Apprenticeship) x2

Thank you for the interest you have shown in this opportunity to work at Slough Borough Council.

People are proud to live and work in Slough where diversity is celebrated and where residents can enjoy fulfilling prosperous and healthy lives. Our vision is to make a difference to our communities and our environment by taking pride in Slough. All of our employees, whatever their job, contribute to delivering services to local people - either directly, or by supporting colleagues. Join our team at Slough Borough Council and see why we are proud to be Slough.

This Information Job Pack gives a full explanation of the Apprenticeship and working at Slough Borough Council, which I hope will encourage you to apply for the post.

To apply please complete an application form and send it by email to recruitment@slough.gov.uk or post it to the Recruitment Team, Slough Borough Council, Arvato public sector services, Phoenix 1, 59-63 Farnham Road, Slough SL1 3TN

This is an open advert and interviews will be held following receipt and assessment of suitable applications.

If you would like to discuss this position on an informal basis please contact Karen Woolford on 01753 577066.

I look forward to receiving an application from you.

Yours faithfully

Karen Woolford
Interim Manager
KEY DATES

This is an open advert and interviews will be held following receipt and assessment of suitable applications.

To apply for this post you must complete a Slough Borough Council application form.

Completing Application Forms
Particular attention should be given to the Supporting Information section within the application form. Shortlisting is based on the candidate’s ability to meet the selection criteria within the person specification. Therefore, it is essential that you outline clear examples and evidence of how you meet the requirements of the person specification. Examples and evidence should also relate back to the duties/accountabilities contained in the job description.

It is important that you complete ALL sections of the application form; you can attach additional information if you wish.

Recruitment Monitoring Form
Please complete our Recruitment Monitoring Form as this provides us with important information to monitor the process of the appointment of individuals under current legislation and our equal opportunities policy. This form will be separated from your application form and will not be used for shortlisting or selection purposes.

Reply Details
Your application form must reach us by closing date. Applications received after this date will not be considered. Application forms should be returned by:

a) E-mail: recruitment@slough.gov.uk
b) Post: Recruitment Team, Human Resources, Slough Borough Council, Arvato Public Sector Services, Phoenix 1, 59-63 Farnham Road, Slough SL1 3TN

Further Information
Should you have any queries relating to any aspect of this appointment process, or require additional information, then call the Recruitment Team, direct line (01753) 875074, at Slough Borough Council.

Next Steps
If you are selected for interview we will contact you by telephone and confirm the details in writing.

If you have not heard from us within 4 weeks of the closing date, please assume that, on this occasion, your application has been unsuccessful.
Why we are proud to be Slough

Your career
Our employees choose to work in Slough because it offers many opportunities to develop your career and enhance your skills in an area that has much to offer.

We offer a range of benefits including:

- Local Government pension scheme
- Childcare vouchers
- Flexible working
- Health promotion days
- Discounted gym membership
- Access to learning and development

Our vision is “People are proud to live in Slough where diversity is celebrated and where residents can enjoy fulfilling, prosperous and healthy lives.”

The Borough
Slough Wellbeing Board is our umbrella partnership, bringing together local decision makers in a holistic approach to improve the wellbeing of communities. The Board oversees Slough Joint Wellbeing Strategy, which was agreed in 2013.

The wellbeing strategy has five priorities:

- Economy and Skills
- Health and Wellbeing
- Housing
- Regeneration and Environment
- Safer Communities

Culture in Slough
Slough has a population of 147,187 people and is a culturally diverse town with a range of communities. Two thirds of our population are from black and minority ethnic communities and the borough has a younger than average population structure.

Slough has many parks, open spaces and waterways to complement the urban feel of the town.

The town centre has two indoor shopping complexes. The pedestrianised piazza is the platform for entertainment, events and festivals in the town and is surrounded by more than 300 shops, restaurants and pubs. The diverse cultures of Slough offer an exciting mix and range of restaurants, serving most foods.

Well connected
Slough is integrated into the heart of the UK transport and communications network, located between the M4, M40 and the M25. Slough is in the M4 corridor, close to Heathrow Airport and within easy access of the M40 to the Midlands, the M1 to the North, the M3 to the South and the M25. Trains run from Paddington to Slough Station every 15 minutes.

With more than 3,500 parking spaces in the town centre, people from around the region are choosing to come to Slough for work, culture or life.
Apprentice Assistant Activity Co-ordinator

Organisational Context

The role will provide support to service users with activities and assist with personal needs under the direction of an Activity Co-ordinator.

All service users have a learning disability but may also have physical disabilities and mental health issues.

Our day service is based over three buildings: Priors Day Service, Phoenix Day Service and Britwell Hub. Work will also be carried out in the community.

Key working relationships – internally and externally

Internal - with colleagues, health professionals, social workers, internal residential and support living providers

External - Activity Providers and external residential and supported living providers

Role purpose

The purpose of this job is to train you to be qualified to apply for a vacant post for the role of an Assistant Activity Co-ordinator in the Provider Services function, Adult Social Care, should a post be available at the time of your successful completion of your Training Programme and subject to our standard recruitment processes and procedures.

You will learn to perform this role by participating in a Adult Care Worker, 12 month Level 2 Training Programme. You will work towards achieving your Diploma in Care whilst carrying

Updated: March 2016
out specific duties designed to give you practical experience to develop knowledge and skills to meet the required level of expertise.

In addition to your everyday duties, 20% of your overall working time will be allocated to off-the-job learning activities to consolidate your learning and help you prepare for any assignments or assessments which you are expected to pass as part of your Training Programme. These activities may require attendance at formal training sessions on a regular basis or work-based consolidation activities, or a combination of both to be determined by your Manager together with your Training Provider.

On successful completion of the Level 2 Training Programme, you will be considered for the Level 3 Adult Care Worker Training Programme.

### Resource Management

- Direct reports: 0
- Indirect reports: 0
- Total reports: 0
- Salary budget: Nill
- Other budget: Nill
- Total budget: Nill

You will learn to:

1. Assist with the implementation of programmes designed to develop the personal and social skills of service users, promoting independence at all times and ensuring the active involvement of service users.

2. Participate where needed in client reviews and meetings; to make a contribution to these meetings, advocating on behalf of the service user where necessary.

3. Assist Activity Co-ordinators, communicating verbally and in writing to carers and other professionals where needed, to maximise the client’s potential and development.

4. Promote the general wellbeing of service users, by attending to physical and personal needs with respect and maintaining the service user’s dignity.

5. Ensure work areas and equipment are safe, clean and secure both in the centres and in the community reporting any concerns to staff on site.

6. Encourage and support service users to develop friendships and participate in shared interest groups.

7. Act as escort on transport to assist service users to and from activity bases.

Your responsibilities are to:

1. Ensure timely and accurate completion and submission of assignments and modules in
your Training Programme striving for the best quality to ensure you attain the highest grades you possibly can.

2. Attend and fully participate in any and all learning activities scheduled as part of your Training Programme even if they are in addition to the 20% off-the-job quotient.

3. Participate in all your work activities with the understanding that they will build practical knowledge and skills which will contribute to your overall qualification / Training Programme.

4. Seek clarification immediately where tasks or subjects are unclear to ensure your learning plan schedule is not adversely affected.

5. Ask your support network for support, guidance and feedback on any areas of your work and study where you may lack confidence or understanding.

6. Participate in English and Maths tests and if necessary undergo training in either or both subjects to ensure your capability is sufficient to support your achievement of the wider qualification / Training Programme

7. Take responsibility for reflecting on your own learning needs and prioritising these as part of your Training Programme.

8. Ensure you have an excellent attendance record to enable you to take maximum advantage of the Training Programme to support your achievement of the overall qualification / Training Programme.

9. Conduct yourself in a professional manner at all times in accordance with Slough Borough Council’s Code of Conduct and other Employment policies and guides which are part of your Employment Terms and Conditions.

Prior Skills, knowledge and experience required

- Experience of working with people with Physical Disabilities, Older People, Learning disabilities and Sensory needs (Desirable)
- Ability to work with staff at all levels, work as part of a team and with external agencies
- Ability to use manual handling techniques
- Ability to communicate clearly both verbally and non-verbally, with a range of people, according to their needs
- Demonstrates the ability to maintain a safe and healthy working environment
- Know how to support individuals to remain safe from harm (Safeguarding)
- Understands and can explain what it means to treat people with respect and dignity and honour their human rights
- Ability to be flexible and adaptable, and able to prioritise and meet deadlines using own
initiative

- Demonstrates commitment to continuous professional development
- QCF Level 1 Certificate or Awards in Health and Social Care, or equivalent qualifications (Desirable)
- Valid UK Full Driving license (Desirable)

**Championing Our Values**

- Ability to learn our values, adopt them and role model these behaviours during the Training programme

**Championing the Health and Social Care Values**

- Care – is caring consistently and enough about individuals to make a positive difference to their lives
- Compassion – is delivering care and support with kindness, consideration, dignity and respect
- Courage – is doing the right thing for people and speaking up if the individual they support is at risk
- Communication – good communication is central to successful caring relationships and effective team working
- Competence – is applying knowledge and skills to provide high quality care and support
  - Commitment – to improving the experience of people who need care and support ensuring it is person centered.

**Corporate Responsibilities**

- Adhere to a culture that supports the Council’s Equality and Diversity policies to generate a positive environment
- Ensure own compliance with Health and Safety policy/procedure and that of any resources you have responsibility for
- Comply with the Council’s policies on information security, including GDPR, ICT policies and procedures and general data management protocols
PERMANENT EMPLOYEES

DATE: 17th May 2019  
CLOSING DATE: OPEN ADVERT

DIRECTORATE: Adults and Communities

JOB TITLE: Apprentice Assistant Activity Co-ordinator (Adult Care Worker Apprenticeship Level 2) x2

Level

Level 2, SCP 2-4, £17,711 to £18,426 per annum exclusive of local weighting allowance. A local weighting allowance of £926 is also payable.

Payment of Salary

Your salary will be paid monthly in twelve equal payments into a bank, giro bank or building society account of your choice. This will be on or about the last working day of the month.

Annual increments are paid on 1st April each year subject to six months' service and satisfactory performance.

Annual Leave

Annual leave entitlement inclusive of extra-statutory and concessionary days is as follows:-

<table>
<thead>
<tr>
<th>Complete year's entitlement</th>
<th>More than 2 years' but less than 5 years' local government continuous service as at 1st April</th>
<th>More than 5 years' local government continuous service as at 1st April</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 2 years' local government continuous service as at 1st April</td>
<td>25 days</td>
<td>32 days</td>
</tr>
<tr>
<td>More than 2 years' but less than 5 years' local government continuous service as at 1st April</td>
<td>29 days</td>
<td></td>
</tr>
</tbody>
</table>

Hours of Work

37 hours a week.

The Council supports a range of flexible working arrangements to promote work-life balance dependant on the operational needs of each service.

Pension

Unless you specifically opt out in writing, you will automatically become a member of the Local Government Pension Scheme (LGPS). Further details are available from the council or you can link to the website for a Guide for Thinking of joining https://www.lgpsmember.org/thinking-joining.php. Further information on the pension scheme can be found under https://www.lgpsmember.org/index.php

The LGPS offers you the flexibility to pay half your normal contribution rate and build up half your normal pension whilst retaining full life and ill-health cover. The contribution rates can be found under, https://www.lgpsmember.org/arm/already-member-contsf.php.
You may choose to remain in or arrange your own personal pension plan (PPP), or remain in the State Earnings Related Pension Scheme (SERPS).

**Allowances**

**Mileage allowances**

The Council will reimburse all business mileage undertaken, whether inside or outside the borough, in accordance with HM Revenue and Customs rates. Currently this will be paid at 45p/mile for the first 10,000 business miles in the tax year and 25p for each business mile over 10,000 miles in the tax year. All mileage claims need to be supported by VAT receipts.

Business mileage undertaken by motorcycle or bicycle, whether inside or outside the borough, will be paid in accordance with HM Revenue and Customs rates, ie for motorcycles 24p per mile (claims to be supported by VAT receipts) and for bicycles (claims to be submitted) 20p per mile.

Once any employee hits 1,000 business miles or more in any one tax year a lump sum of £1,000 will be paid. This rate will be up-rated in line with NJC annual pay award.

These provisions are subject to review, variation and discontinuance at the Council’s discretion and/or in the light of operational needs.

All employees who use their cars for official business must ensure that their vehicle insurance policy is suitably endorsed for official and authorised Council business use.

**Evening Meetings**

You will be paid an allowance if you have to attend approved evening council meetings.

These are meetings are usually held at/or after 6pm, called by a Committee Clerk and attended by one or more councillor.

For other evening attendance time off in lieu will be granted unless there has been specific approval for the payment of overtime.

You will be paid an allowance equivalent to 4.5 hours at plain time for each evening you attend. This will not be counted as part of your contractual hours of work.

**Telephone allowance**

In certain cases, the council will pay the rental charge and the cost of business calls.

**Professional subscriptions**

The Council will reimburse you for the cost of one professional subscription per annum if agreed by your Director as relevant and necessary to the fulfilment of your duties.

**Other payments**

Other payments may be made for additional work, outstanding performance, temporary cover for senior employees and other special circumstances.

**Smoke Free**

Slough Borough Council is a Smoke Free Council and smoking is not permitted within any Council premises, non-residential buildings and Council Vehicles.
Health Assessment

The Council believes that screening new employees is an important management process and therefore you will be asked to complete a Health Assessment Questionnaire, however this is not a condition of employment. As part of this process we may ask you to take a medical examination if the council's medical adviser feels it is necessary to the position. Certain key employees are medically examined periodically. The council will pay for this.

Probationary period

Six months - during this period you will be covered by the Council’s Probationary Policy and Procedure. Your work performance will be monitored closely and you will be expected to demonstrate your suitability for the post.

Political restrictions

This post is not politically restricted under the Local Government and Housing Act 1989.

If it is a restricted post, this means that you can be a member of a political party but cannot hold office for that party or stand for election as a councillor or MP.

Period of Notice

The written notice that you must give the Council is:

<table>
<thead>
<tr>
<th>Levels</th>
<th>Notice Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-4</td>
<td>4 weeks</td>
</tr>
</tbody>
</table>

Disclosure and Barring Service (DBS)

(The Rehabilitation of Offenders Act 1974)

Posts which involve working with children or vulnerable groups are covered by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986 and the Criminal Justice and Court Services Act 2000. If this post involves working with children it is also covered by the protection of Children Act 1999.

The DBS has been set up by the government to ensure safer recruitment practice to protect children and vulnerable adults. Two types of checks are available; Standard and Enhanced. A caution or conviction will not necessarily bar you from obtaining employment. The Disclosure that will be required for this post is ENHANCED.

Prior to any offer of employment being made you will be required to complete a Disclosure application form. On this form you will need to declare ALL UNSPENT CAUTIONS, BIND OVER ORDERS & CONVICTIONS. All information given will be treated as strictly confidential and will be stored securely.

Once completed this disclosure form will be sent to the DBS. The DBS searches police records and, in relevant cases, barred list information, and then issues a DBS certificate to you. You will need to produce this copy to Slough Borough Council to help us make an informed recruitment decision.

We will consider any previous offences in accordance with our Equal Opportunities policy. There are, however, certain offences which will restrict you from working with children under the regulations made under the Protection of Children's Act 1999, including Schedule 1 offences such as sexual and violent offences.

At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure to
disclose information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

If you require further information you can contact the DBS direct on 0870 90 90 811 or visit their website at www.homeoffice.gov.uk/dbs

If you do take up employment it is necessary for you to inform your Line Manager of any cautions, bind overs or convictions you sustain during the subsequent course of your employment. Failure to do so will lead to dismissal.

**Important**: We will report all persons to the relevant authorities who attempt to obtain employment whilst they are disqualified from working with children or vulnerable adults.

**Enhanced DBS check**

An enhanced check contains the same details as a standard check, together with any information held locally by police forces that it is reasonably considered might be relevant to the post applied for.

An enhanced check with information from the DBS's children's and/or adults barred list is only available for those individuals engaged in regulated activity with children and/or adults and a small number of posts as listed in the Police Act regulations.
General Employment Information

Data Protection Act

The information you provide will be processed in accordance with the Data Protection Acts 1998 and any subsequent legislation.

Equality Act 2010

This Act protects people with disabilities from unlawful discrimination. The Council operates a “Guaranteed Interview Scheme” for applicants who declare they have a ‘disability’ (as defined by the Equality Act 2010. Any ‘disabled’ applicant who meets the essential criteria for the job will be offered an interview.

Definition of Disability

The definition of disability, as outlined in the Equality Act 2010 is as follows:
“A physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities”.

To be protected under the Act,
- An individual must have, or have had, an impairment which can be physical or mental
- It must have adverse effects which are substantial, that is something more than minor or trivial.
- It needs to be long term, i.e. the impairment has lasted or is likely to last in total for at least twelve months or is likely to last for the rest of the life of the person affected

And
- It must affect normal day-to-day activities at work on a regular basis

Equal Opportunities in Employment

Slough Borough Council is committed to being an employer of choice. Our aim is to ensure that no job applicant or employee receives less favourable treatment on grounds of age, disability, gender reassignment, marriage or civil partnership, maternity and pregnancy, race, religion or belief, sex and sexual orientation. These are protected characteristics under the Equality Act 2010. In addition, the Council also recognises trade union membership and activity or any other reason which cannot be shown to be justified which will also result in grounds for unfair discrimination.

Recruitment and selection criteria, procedures and practices will be kept under regular review to ensure that individuals are selected or promoted on merit. All employees will be given equal opportunity and, where appropriate, training to progress within the Council.

Local authorities have a legal responsibility to promote Equality of Opportunity. The Council is committed to the use of those statutory provisions which permit Positive Action to improve recruitment and access to training where disadvantaged groups are under-represented. In particular the Council aims for its workforce to be representative of the local population of whom over a third are of ethnic minority origin.

The Council continually monitors this policy to assess its effectiveness.

Feedback

Anyone who applies for a job with Slough Borough Council and is unsuccessful can arrange for verbal feedback to be given by contacting the Chair of the shortlisting / interview panel.

Updated: March 2016
Interview Expenses

Reasonable out of pocket expenses will be reimbursed when attending for interview; travelling expenses are limited to 2nd class rail/bus fare. Mileage is reimbursed at a rate of 19.8p per mile. Candidates will be sent their expenses by cheque after the interview. If a candidate is invited from overseas, travel expenses will be calculated from the nearest airport/seaport in this country.

Pre-Employment Screening

It is our policy to carry out checks to confirm the details on the application form/CV. False information which results in an appointment will render the individual liable to dismissal without notice.

- **Proof of Qualifications**
  You will be asked to produce certificates confirming your qualifications or membership of professional bodies that are stated in your application form/CV.

- **References**
  References offered will be taken up. We reserve the right to contact any other previous employer for a reference. We will also take into consideration relevant information received from any source. This may include information held by the authority, for example in social care or education, and information received from other external authorities or bodies.

- **Work Permit**
  Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. You will be asked to submit original proof of identification (photocopies are not acceptable), such as a birth certificate, national insurance number, passport or driving licence. You will be asked to submit all marriage/relevant certificates in cases where you have changed your name, and previous address details.
We are very excited to introduce our newly created Apprenticeship in Adult Social Care. You will be providing support to service users with activities and assisting them with personal needs. You will gain valuable hands-on experience whilst earning while you learn from expert guidance and tuition.

You will be undertaking a Level 2 Adult Care Worker Apprenticeship and will gain a Level 2 Diploma in Care. Your role will require attendance at formal training sessions and work-based activities.

So whether you are beginning your career in Adult Social Care, or want to further your skills and capability, undertake an Apprenticeship with us to experience first hand how fulfilling this profession could be for you.

Once qualified, there will be opportunities to apply for roles within the department, so you can progress further on this development pathway. If you are compassionate and committed about care, we want to hear from you!

The Slough Academy will support Adult Social Care to produce high quality workforce development opportunities and help shape our future success.

For an informal discussion about the post please contact Karen Woolford, Interim Manager on 01753 577066.

**Safeguarding statement:** Slough Borough Council is committed to promoting and safeguarding the welfare of children and vulnerable adults. An offer of appointment to the successful candidate is conditional upon satisfactory pre-employment checks, references and a satisfactory enhanced Disclosure and Barring Service check which includes a verification against the Barred Lists, including an overseas ‘Certificate of Good Conduct’ or equivalent (unless the Disclosure and Barring Service Update Service applies).

**This is an open advert and interviews will be held following receipt and assessment of suitable applications**

Apply for this job on-line at [www.slough.gov.uk/jobs](http://www.slough.gov.uk/jobs). Alternatively email [recruitment@slough.gov.uk](mailto:recruitment@slough.gov.uk) or call our 24 hour message line on 01753 875074 for a pack, outlining the reference number above. Minicom service on 01753 875030

*We value diversity.*