



JOB DESCRIPTION

- Job Title** : Residential and Education Support Worker
- Department** : Care and Therapy
- Responsible to** : Home/ Deputy Home Manager
- Hours** : 40 FTE hours per week, including evenings, sleep-in duties and weekend working.

The post holder will be expected to support and embrace, articulate and work with Sunfield's vision, values and purpose which is drawn from a long history of appreciation and integration of Rudolf Steiner's insights into human development. This is then braided with a practical, purposeful and therapeutic education and a homely and nurturing living environment that supports the physical, emotional and spiritual development of each child and young person who attends Sunfield. In addition Sunfield supports families and carers, and looks to advance the public understanding through education and research.

The post holder is expected to treat each person, student and staff, with dignity and respect, ensuring high aspirations are met, and contribute to shaping the learning community of the School and home as part of Ruskin Mill Trust, always remembering that our core purpose is to improve the education and lives of our pupils, students and adults.

MAIN PURPOSE OF THE POST:

- To support and facilitate children and young people's care, education and therapy in a multi-disciplined, dynamic environment. This includes their home, class, work-related learning, school and the wider community in accordance with the agreed support plan(s) and risk assessments in place for the student.

KEY RESPONSIBILITIES:

- To support children and young people's care, education and therapy by working as part of an interdisciplinary team.
- To participate in the delivery of agreed care and education programmes through small group or individual work.
- To act as a key worker for designated individuals as determined by your manager.

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- Carry out domestic duties including cooking for children and young people and staff.
- To provide nurturing and wholesome meals, using locally sourced ingredients where possible which connect the children and young people to their local environments.
- To support increased independence (as appropriate) by encouraging and supporting participation in education, daily living activities and opportunities.
- Where necessary assist children and young people with personal care.
- Support children and young people through the delivery of individually tailored care, educational and therapeutic programmes.
- Contribute to the monitoring, recording and reporting on children and young peoples' learning and progress.
- Have working knowledge of health, hygiene and safety regulations.
- Develop an understanding of the specific needs of the children and young people in your home and class.
- Welcome families and visitors to the home and class, encouraging their involvement in planning learning opportunities of the children and young people.
- Discuss expected learning outcomes with the teacher.
- Provide feedback on the outcomes of learning activities.
- Provide positive and supportive feedback to children and young people.
- Support inter-disciplinary teams to assess children and young peoples' needs.
- Support colleagues to prepare materials and learning resources.
- Make good use of ICT including communication devices to support learning.
- To use a range of communication methods to assist people to make informed decisions and choices about the issues affecting their lives.
- Access a range of resource materials to support learning.
- Work within Ofsted requirements, statutory guidelines, Sunfield policies and procedures to ensure that children and young people are consistently supported to a high standard, including safeguarding their welfare.
- To contribute to the smooth running of the home and school through effective communication with the people living there, the staff team, family members and partner organisations.
- Actively participate in relevant training and development to ensure that children and young peoples' changing needs are met.
- To attend and fully participate in team meetings, supervisions, appraisals and training as requested and required by your manager and the management of Sunfield.
- To liaise and work with people, their families, team members and partner organisations to ensure that support is tailored to meet their individual needs and wishes.
- Attend and fully participate in Sunfield's Open Days.

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- To administer and undertake the administration/collection and recording of medication in line with the Sunfield Medication Policy with the exception of administering insulin injections.
- To be familiar with and work within the organisation and Sunfield's values, policies and procedures, maintaining accurate and up to date records and reports accordingly.
- To preserve and respect the dignity and privacy of the children and young people, their families and observe confidentiality at all times.
- To be prepared to drive Sunfield vehicles to enable children and young people to fulfil all areas of the curriculum.
- To work flexibly (including split shifts) and creatively to meet the needs of the children and young people by working weekends, sleep ins, waking nights, bank holidays and residential holidays and providing cover as required (sometimes at very short notice) in the event of staff shortages in the home and school.
- To support children and young people on holiday, to include overnight stops away from the usual place of work.
- To undertake such additional duties appropriate to the post and to support the organisation's wider goals by working flexibly across the organisation as determined by your manager or management of the organisation.
- To support the on-call cover arrangements and to be a member of the floating on-call team (even at short notice).

Supervision and Appraisal:

- To engage constructively with supervisions and staff meetings in the care and education settings as appropriate.
- To understand the 'Professional Standards for Teaching Assistants' (June 2016) and the Children's Homes Regulations (April 2016).
- To provide evidence during Supervisions and Appraisals of meeting these standards

Safeguarding:

- Read and understand 'Part One: Safeguarding Information for All Staff, Keeping Children Safe in Education (September 2016)' and 'What to do if you are worried a child is being abused– advice for practitioners' on appointment and annually
- Operate safer recruitment principles, including ongoing vigilance
- Staff to be made aware of what action to take if they have a concern about the conduct of a colleague, the home manager or any member of staff employed at Sunfield and how to report these in accordance with the Sunfield policy and procedures
- Read, understand and adhere to the Sunfield safeguarding policy and procedures
- Be aware of the NSPCC Whistleblowing Helpline.

- To report any significant issues, notifiable events or concerns through line management channels.

General Duties

- To share the Sunfield's commitment for promoting and safeguarding the welfare of the children and young people.
- To be responsible for promoting and safeguarding the welfare of children and young people that you come into contact with.
- To carry out the above duties in accordance with the Sunfield's Health and Safety Policy.
- To actively support and promote equality and diversity throughout the Sunfield.
- To work co-operatively with other staff within the Sunfield.
- To work with children and young people within Sunfield as and when required.
- To deliver training or development opportunities as required.
- To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
- To comply with all the policies and procedures of the School including the Sunfield Safeguarding (Child Protection) Policy and Procedure.
- To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
- To be responsible for the care and development for your working area.
- To attend meetings and supervision as required.
- To undertake training and development as required by the Sunfield. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out of the role.
- To undertake work related continued professional development (CPD) as required by the post.
- May, from time to time be required to work additional hours as shall be necessary to discharge properly your duties and responsibilities outlined in this job description.
- To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed, which includes supporting Sunfield's Open Days (currently two per year)

The above list of duties is not exhaustive and may be modified in accordance with the development of Sunfield, Ruskin Mill Trust and the employee.

Liaison

To liaise with all staff employed by the Sunfield, Ruskin Mill Trust, professional bodies, external consultants, and any outside bodies as and when required.

Job Revision

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

**Person Specification – RESIDENTIAL AND EDUCATION SUPPORT
WORKER**

ATTRIBUTES	ESSENTIAL	DESIRABLE
EXPERIENCE	<ul style="list-style-type: none"> • Demonstrable experience of working with children and young people with special educational needs • Knowledge of how lesson planning, IEPs and learning objectives contribute to students' learning • Commitment to creating living and learning environments which respect each child's individuality and encourages their independence • Ability to carry out domestic and meal preparation duties as required. • Demonstrate the knowledge and ability to promote the dignity and individuality of students and encourage self independence and choice. • Demonstrate the ability to maintain confidentiality at all times. • Evidence that training, knowledge can be applied in 	
QUALIFICATIONS & Training		<ul style="list-style-type: none"> • QCF Level 3 Diploma in Children and Young People or equivalent • NVQ Level 3 Diploma for Teaching and Learning in School or equivalent • PECS • TEACCH • Signalong or Makaton

		<ul style="list-style-type: none"> • An up to date Food Hygiene qualification
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to evaluate students' learning and record accurately • Ability to work effectively within an interdisciplinary team 	
	<p>Ability to act sensitively when undertaking personal care duties</p> <ul style="list-style-type: none"> • Ability to practice in a calm and measured manner when working in demanding or challenging situations • Ability to accurately record information in both written and electronic formats • An understanding of and commitment to equal opportunities and antidiscriminatory practice • Working knowledge of health, hygiene and safety regulations • Ability to maintain confidentiality at all times 	
OTHER	<ul style="list-style-type: none"> • Full, clean, driving licence 	