

Ruskin Mill Trust

Job Description

Position:	Residential Support Worker
Field of Practice:	Holistic Support and Care and Transformative Leadership (Field 5 and Field 7)
Post Reference No:	RMT101191
Grade:	4:5
Responsible to:	Residential Manager
Location:	Darlington area

General Statement

The post holder will be expected to support and embrace, articulate and work with Clervaux and Ruskin Mill Trust'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 Clervaux Garden School.

The post holder will ensure that the Ruskin Mill Trust's paradigm of biodynamic agriculture, holistic care and support, Anthroposophical medicine and Practical Skills Therapeutic Education, which is informed by Steiner Education, is maintained, implemented and integrated within the provision of the School and College provision.

As the school and children's home is part of the collaborative provision of Ruskin Mill Trust, which consists of colleges, schools, children's homes and residential provision, the post holder will contribute to the whole life of the School, College and residential provision. Always remembering that our core purpose is to improve the education and care of the children and young people at each provision and s/he will be required to work collaboratively with the leaders of each provision.

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 children

The post holder will support, embrace, articulate and work with Ruskin Mill Trust'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 practical, purposeful and therapeutic education and a homely nurturing living environment that supports the physical, emotional and spiritual development of each child who attends Clervaux Garden School. In addition, Clervaux Garden School supports families and carers, and looks to advance the public understanding through education and research.

Job Purpose

The main purpose is to support and facilitate the children's care, well-being, learning and development to enable their growth in confidence and social independence 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 children.

The post holder will be required to carry out their duties at all premises, some of which are located a distance from the main site and at such other places as may reasonably be required.

The post holder will operate in accordance with Ruskin Mill Trust's Policies and procedures, in accordance with current legislation and guidance.

Evening and weekend working will be required.

Corporate Contribution

The post holder will be expected to contribute to the Trust as a whole as required and uphold the underpinning values and philosophy Ruskin Mill Trust at all times.

Main Duties

1. Develop an understanding of the specific needs of the children in your home.
2. To support children in their residential setting with a range of domestic activities e.g. cooking, shopping, cleaning, laundry.
3. To be aware of the whereabouts of the children in the Residential Support Workers care at all times, and to help them plan their use of their time in a valuable way.
4. To supervise and participate with children in social and recreational leisure activities e.g. walking, cinema, household outings, visiting their friends and family.
5. To supervise the household when on duty, including sleep overs.
6. To maintain a welcoming, co-operative attitude to the parent(s) and/or families of the children.
7. To support children during holiday periods as necessary.
8. To participate in the agreed care programmes through small group or individual work.
9. To be able to reflect on own working practice recognising the importance of role modelling; making use of supervision, briefing and debriefing sessions.
10. To provide nurturing and wholesome meals using locally sourced ingredients where possible which connect the children to their local environments.
11. To be accountable for expenditure whilst working as a Residential Support Worker.

12. To be familiar with and work within the organisation and Ruskin Mill's values, policies and procedures, maintaining and completing accurate and up to date records in line with Children's Home Regulations and Care Standards including incident/accident records, house logs etc.
13. To support with children's health appointments and complete any relevant records following any visit.
14. Where necessary assist children with personal care.
15. To administer and undertake the administration/collection and recording of medication in accordance with published guidelines, training and Ruskin Mill Trust's policies.
16. To deal with conflicts that may arise in the households, by encouraging open discussions, supporting the expression of feelings, and thereby promote the resolution of any disagreements.
17. Where appropriate fulfil a key working role.
18. To attend and fully engage participate in team meetings, supervisions, appraisals and training as requested and required by your line manager and the management of Clervaux Garden School to ensure children's changing needs are met.
19. To preserve and respect the dignity and privacy of the children, their families and observe confidentiality at all times.
20. To work within Ofsted requirements, statutory guidelines, Ruskin Mill Trust's policies and procedures to ensure that children are consistently supported to a high standard, including safeguarding their welfare.
21. To work flexibly (including split shifts) and creatively to meet the needs of the children by working weekends, sleep ins, waking nights, bank holidays, and providing cover as required (sometimes at very short notice) in the event of staff shortages in the home and school.
22. To contribute to the smooth running of the home and school through effective communication with the children living there, the staff team, family members and also partnering organisations.
23. To be prepared to drive company vehicles to enable children to fulfil areas of the curriculum.
24. To carry out the role in accordance with anti-discriminatory practice.

General

1. To share the Trust's commitment for promoting and safeguarding the welfare of students and be responsible for promoting and safeguarding the welfare of the children that you come in contact with.
2. To carry out the above duties in accordance with the Trust's Health and Safety Policy.

3. To actively support and promote equality and diversity throughout the Trust.
4. To work co-operatively with other staff within the Trust.
5. To comply with all the policies and procedures of Ruskin Mill Trust's.
6. To be responsible for the care and development for your working area.
7. To deliver training or development opportunities as required.
8. 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.
9. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed

Staff Management and Supervision

The Residential Support Worker has no direct staff responsibility.

Liaison

To liaise with all staff employed within the School, the children's homes (where appropriate) the colleges, Transform Residential Limited, Ruskin Mill Trust, parents, students, professional bodies, external consultants, and any outside bodies as and when required as directed by the Principal.

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

Position: Residential Support Worker

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> NVQ level 3 Health and Social Care or willing to work towards within two years of commencing role 1. 	<ul style="list-style-type: none"> Evidence of commitment to further professional development 2.
Experience	<ul style="list-style-type: none"> Working with children with learning difficulties and/or learning disabilities and special education needs 3. 	<ul style="list-style-type: none"> 4.
Knowledge and understanding	<ul style="list-style-type: none"> Care standards within an educational and/or care setting and the policies and procedures that are required to manage within such an environment Issues faced by children/young people with learning difficulties and/or learning disabilities and special educational needs Appropriate behaviour management strategies Safeguarding issues 5. 	<ul style="list-style-type: none"> Positive links necessary within school, with stakeholders and with other schools
Skills	<ul style="list-style-type: none"> Work autonomously using own initiative Develop and maintain positive relationships with pupils, colleagues, and others Excellent communicator at all levels: including with children, young people and colleagues Excellent organisational skills, including an ability to plan and prioritize own and others' workload Maintain accurate, complete and timely records Resolve conflict between people 6. 	<ul style="list-style-type: none"> Establishing and developing positive relationships with parents and the community Promoting the school's aims positively

Once appointed, the post-holder must complete the following trainings and qualifications within the timescales set

Training or Qualification	Name	Timescales for completion	Length of programme
Qualifications and Trainings	Ruskin Mill Trust's Holistic Support and Care	Within first month of appointment	12 weeks
	7 Fields of Practice (Internal training)	First available opportunity	8 days over a period of 1 year
	Safeguarding - Internal Policies and Procedures	Within 2 months of commencing role	3 hours
	Local Safeguarding Children's Board foundation and advanced training	At the first training opportunity	Variable depending on safeguarding board
	Equality and Diversity	Within 2 months of commencing role	2 hours
	Safer Recruitment in Education	Within 3 months of commencing role	On-line training
	MAPA Training (De-escalation and Restraint Training)	At the first training opportunity	2 days
	Craft / Research	As agreed with the line manager	1 day per week for a minimum of 3 months
	Food and Nutrition Course	Within the first year of commencing role	3 days spread over one academic year