



# ruskinmill sunfield

## JOB DESCRIPTION

JOB TITLE:	Residential and Education Support Worker
DEPARTMENT:	Care and Therapy
RESPONSIBLE TO:	Home/ Deputy Home Manager
SALARY/ GRADE:	£16,350 - £19,443 (Grade 4 – 5) (Dependent on qualifications and experience)  This vacancy is subject to a 'Golden Hello'. The successful applicant will receive a one-off payment equivalent to one month's basic salary on completion of a six-month probationary period.
HOURS:	40 Hours per week (flexible rota inc weekends & bank holidays)/ 52 Weeks per year

### ETHOS

The post holder will be expected to support, 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 students and adults.

### LIASON

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 PURPOSE

- 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.

### STATEMENT OF 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.
- Carry out domestic duties including cooking for students 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 students through the delivery of individually tailored care, educational and therapeutic programmes.
- Contribute to the monitoring, recording and reporting on students 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 for the children and young people.
- 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.
- 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.
- To access a range of resource materials including ICT and communication devices to support learning.
- To use a range of communication methods to assist children and young people to make informed decisions and choices about the issues affecting their lives.
- 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 children and young people living there, the staff team, family members and partner organisations.
- 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 ensure that children and young peoples' changing needs are met.
- Attend and fully participate in Sunfield's Open Days.
- To administer and undertake the administration/ collection and recording of medication in accordance with published guidelines, training and Sunfield policies and procedures with the exception of administering insulin injections.
- To be familiar with and work within the organisation and Sunfield's values, policies and procedures, maintaining and completing accurate and up to date records and reports in line with Children's Home Regulations and Care Standards including incident/ accident records, house log etc.
- 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 students 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 away from the usual place of work and providing cover as required (sometimes at very short notice) in the event of staff shortages in the home and school.

## **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 2015).
- To provide evidence during Supervisions and Appraisals of meeting these standards.

## SAFEGUARDING

- Ensure all staff are issued with 'Part One: Safeguarding Information for All Staff, Keeping Children Safe in Education (September 2018)' and '*What to do if you are worried a child is being abused—advice for practitioners*' on appointment and annually.
- Read, understand and adhere to the Sunfield safeguarding policy and procedures.
- 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.
- Operate safer recruitment principles, including ongoing vigilance.
- Ensure all staff are aware of the NSPCC Whistleblowing Helpline.

## OTHER PROFESSIONAL REQUIREMENTS

- To reflect the philosophy of our Mission Statement in their everyday practice.
- To attend and participate in staff in-service training days as directed.
- To participate in work related continued professional development (CPD) and supervision programmes and develop professional and personal skills to achieve agreed targets.
- To deliver training or development opportunities as required.
- To work co-operatively with other staff within the Sunfield.
- To work with children and young people within Sunfield as and when 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 be responsible for the care and development for your working area.
- 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.
- **Safe Working Practices for Adults working with Children** - It is the responsibility of each employee to carry out their duties in line with Sunfield Childrens Home ethos and culture of safe working practices for Adults working with children and young people and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for. To comply with all the policies and procedures of the School including the Sunfield Safeguarding (Child Protection) Policy and Procedure.
- **Freedom of Information Act and Data Protection Act** - The post holder is required to comply with the above legislation and maintain awareness of the school's policies and procedures relating to the Freedom of Information and Data Protection Acts. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.
- **Equality and Diversity** - The post holder will be required to comply with and maintain awareness of Sunfield Children's Home policies relating to Equality and Diversity.
- **Health and Safety** - The post holder must at all times carry out his/ her responsibilities with due regard to Sunfield Children's Home policy, organisation and arrangements for Health and Safety at Work.
- **Flexibility** - All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Children's Services. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate Trades Unions.

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Sunfield is continually striving to improve their provision, therefore duties may vary with time, but will always be of a level commensurate with salary.

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.

October 2018

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

ESSENTIAL	DESIRABLE
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• Recognised Level 3 Diploma Children and Young People's Workforce – Social Care Pathway or desire to work towards within two years of appointment.</li> <li>• NVQ Level 3 Diploma for Teaching and Learning in School or desire to work towards.</li> <li>• GCSE or equivalent English and Mathematics at Grade C or above.</li> <li>• Full, clean driving licence.</li> <li>• Evidence of commitment to own continuous professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Childcare Qualification.</li> <li>• Evidence of recent safeguarding training.</li> <li>• PECS</li> <li>• TEACCH</li> <li>• Signalong or Makaton</li> <li>• An up to date Food Hygiene qualification.</li> </ul>
<b>Experience/ Knowledge</b>	
<ul style="list-style-type: none"> <li>• Experience of working with children and young people with learning disabilities and complex needs.</li> <li>• Knowledge of how lesson planning, IEPs and learning objectives contribute to students' learning.</li> <li>• Commitment to creating an environment which respects a person's independence and encourages their individuality.</li> <li>• Ability to carry out domestic duties as required.</li> <li>• Demonstrate the knowledge and ability to promote the dignity and individuality of students and encourage self-independence and choice.</li> <li>• Demonstrate the ability to maintain confidentiality at all times.</li> <li>• Evidence that training and knowledge can be applied in practice.</li> </ul>	<ul style="list-style-type: none"> <li>• To have the potential to understand: care planning, behaviour development plans and duties within a key working role.</li> <li>• To have the knowledge or potential to understand the concept of group living and help to develop this amongst the student group.</li> </ul>
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>• Ability to evaluate students' learning and record accurately.</li> <li>• Ability to work effectively within an interdisciplinary team.</li> <li>• Ability to demonstrate a high level of maturity and sensitivity when working with children and young people.</li> <li>• Ability to establish and maintain good professional relationships with students, parents/ carers and colleagues.</li> <li>• Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate).</li> <li>• Ability to undertake a full range of care duties in a sensitive manner (including personal/ intimate care, and supporting a range of leisure</li> </ul>	

<p>activities i.e. long walks, swimming (our children are active and need supporting through their activities).</p> <ul style="list-style-type: none"> <li>• Deal successfully with situations that may include tackling difficult situations and conflict resolution.</li> <li>• To have a good working knowledge of recording and reporting of Children and Young People.</li> <li>• To have the potential to share in the task of promoting and providing a quality service. To have a commitment to equal opportunities and anti-discriminatory practice.</li> </ul>	
<p><b>Other</b></p>	
<ul style="list-style-type: none"> <li>• Willingness to work according to a flexible rota including weekends and bank holidays within Sunfield's 24/ 7 services.</li> </ul> <p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> <li>• Equality of opportunity</li> <li>• Promoting Sunfield Children's Home vision and ethos</li> <li>• High quality, stimulating learning environment</li> <li>• Relating positively to and showing respect for all members Sunfield and its wider community</li> <li>• Ongoing relevant professional self-development</li> <li>• Safeguarding and child protection</li> </ul>	