

# Transform Residential Limited

## Job Description

<b>Position:</b>	Residential Support Worker
<b>Post Reference No:</b>	TRL00006
<b>Grade:</b>	4 : 5
<b>Responsible to:</b>	Residential House Manager or Senior Residential Support Worker in their absence
<b>Service Area:</b>	Residential
<b>Location:</b>	Gloucestershire, West Midlands, South Yorkshire, Pembrokeshire, Darlington

---

### Job Purpose

To promote and ensure the safety, care, well-being, learning and development of the students, to enable their growth in confidence and social and practical skills, promote their learning and provide and contribute to training opportunities for students. The Residential Support Worker may be required to work alongside Shared Lives Providers, on their own or co-working with another Residential Support Worker.

The Residential Support Worker will work within the ethos of the household.

The post holder will be expected to travel on a regular basis between different sites, and to and from other places as Transform Residential Limited may reasonably require.

Evening and weekend working will be required.

### Corporate Contribution

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Transform Residential Limited.

### Main Duties

1. To prepare for the work by familiarisation with background information, student risk assessments and duties to be undertaken.
2. To supervise and support students in their residential setting with a range of domestic activities e.g. cooking, shopping, cleaning, laundry.
3. To be aware of the whereabouts of students in the Residential Support Worker's care at all times, and to help them plan their use of their time in a valuable way.
4. To supervise and participate with students 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 sleepovers.

6. To maintain a welcoming, co-operative attitude to the parent(s) and/or families of the students.
7. To support students during holiday periods as necessary.
8. To implement the relevant elements from individual student's education planning cycle (EPC), including personal hygiene, household responsibilities, personal finance and social activities, etc.
9. To be able to reflect on own working practice recognising the importance of providing a role model; making use of supervision, briefing and debriefing sessions.
10. To communicate relevant observations effectively to those working closely with the student (Student Journey Manager and Residential Manager).
11. To complete appropriate paperwork, feedback forms and occurrence reports as required.
12. To be able to account for expenditure whilst working as a Residential Support Worker.
13. To support students to attend appointments for the doctor, dentist, optician as may be necessary, and to complete a medical visits form following any visit.
14. To deal with conflicts that may arise in the households, by encouraging open discussion, supporting the expression of feelings, and thereby promote the resolution of any disagreements.
15. To comply with Transform Residential Limited Manual Handling Policy and Practice.

### **General**

1. To share Transform Residential Limited, commitment for promoting and safeguarding the welfare of students.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.
3. To carry out the above duties in accordance with Transform Residential Limited Health and Safety Policy.
4. To actively support and promote equality and diversity throughout Transform Residential Limited.
5. To work co-operatively with other staff within Transform Residential Limited.
6. To work with students as and when required.
7. To comply with all the policies and procedures of Transform Residential Limited.
8. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
9. To be responsible for the care and development for your working area.

10. To attend meetings and supervision as required.
11. To undertake training and development as required by Transform Residential Limited. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out the role.
12. To undertake work related continued professional development (CPD) as required by the post.
13. May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.
14. 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 by Transform Residential Limited, 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.