

# Transform Residential Limited

## Job Description

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| <b>Position:</b>          | <b>Holistic Support Worker</b>   |
| <b>Post Reference No:</b> |  |
| <b>Grade:</b>             | <b>4 : 5 : 6</b>   |
| <b>Responsible to:</b>    | <b>Senior Residential Support Worker and in their absence the House Manager.</b> |
| <b>Service Area:</b>      | <b>Residential</b>   |
| <b>Location:</b>          |  |

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### Job Purpose

The main purpose is to support and facilitate the student'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 student.

The Holistic Support Worker will work within the ethos of Transform Residential Limited (TRL) and 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.

**Daytime, evening and weekend working will all 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 help create a warm, welcoming, homely atmosphere in the household in keeping with the organisations vision, values, purpose and method.
2. To prepare for the work by familiarisation with background information, student risk assessments and duties to be undertaken.
3. To supervise and support students in their residential setting with a range of domestic activities e.g. cooking, shopping, cleaning, laundry.
4. 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.

5. To supervise and participate with students in social and recreational leisure activities e.g. walking, cinema, household outings, visiting their friends and family.
6. To embrace TRL's Food & Nutrition policy in order to support students to enjoy a healthy, balanced diet.
7. To supervise the household when on duty, including undertaking a minimum of 2 sleepovers per week.
8. To maintain a welcoming, co-operative attitude to the parent(s) and/or families of the students.
9. To support service users (both students and others) during college holiday periods as necessary by negotiation with the Residential Manager.
10. To implement the relevant elements from individual student's education planning cycle (EPC), including personal hygiene, household responsibilities, personal finance and social activities, etc.
11. 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.
12. To communicate relevant observations effectively to those working closely with the student (Student Journey Manager and Residential Manager).
13. To complete appropriate paperwork, feedback forms and occurrence reports as required.
14. To be able to account for expenditure whilst working as a Residential Support Worker.
15. In conjunction with the Nurse 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.
16. 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.
17. To be responsible for safe storage, handling and administration of students' medication in line with TRL policy.
18. To comply with Transform Residential Limited Manual Handling Policy and Practice.

### **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:**

1. To support children and young people's care, education and therapy by working as part of an interdisciplinary team.
2. To participate in the delivery of agreed care and education programmes through small group or individual work.
3. To act as a key worker for designated individuals as determined by your manager.
4. Carry out domestic duties including cooking for children and young people and staff.
5. To provide nurturing and wholesome meals, using locally sourced ingredients where possible which connect the children and young people to their local environments.
6. To support increased independence (as appropriate) by encouraging and supporting participation in education, daily living activities and opportunities.
7. Where necessary assist children and young people with personal care.
8. Support children and young people through the delivery of individually tailored care, educational and therapeutic programmes.
9. Contribute to the monitoring, recording and reporting on children and young peoples' learning and progress.
10. Have working knowledge of health, hygiene and safety regulations.
11. Develop an understanding of the specific needs of the children and young people in your home and class.
12. Welcome families and visitors to the home and class, encouraging their involvement in planning learning opportunities of the children and young people.
13. Discuss expected learning outcomes with the teacher.
14. Provide feedback on the outcomes of learning activities.
15. Provide positive and supportive feedback to children and young people.
16. Support inter-disciplinary teams to assess children and young peoples' needs.
17. Support colleagues to prepare materials and learning resources.
18. Make good use of ICT including communication devices to support learning.

19. To use a range of communication methods to assist people to make informed decisions and choices about the issues affecting their lives.
20. Access a range of resource materials to support learning.
21. 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.
22. 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.
23. Actively participate in relevant training and development to ensure that children and young peoples' changing needs are met.
24. To attend and fully participate in team meetings, supervisions, appraisals and training as requested and required by your manager and the management of Sunfield.
25. 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.
26. Attend and fully participate in Sunfield's Open Days.
27. 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.
28. 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.
29. To preserve and respect the dignity and privacy of the children and young people, their families and observe confidentiality at all times.
30. To be prepared to drive Sunfield vehicles to enable children and young people to fulfil all areas of the curriculum.
31. 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.
32. To support children and young people on holiday, to include overnight stops away from the usual place of work.
33. 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.

34. 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:**

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

### **Safeguarding:**

38. 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
39. Operate safer recruitment principles, including ongoing vigilance
40. 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
41. Read, understand and adhere to the Sunfield safeguarding policy and procedures
42. Be aware of the NSPCC Whistleblowing Helpline.

To report any significant

### **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.

Manager's Name: \_\_\_\_\_

Signed Manager: \_\_\_\_\_

Employee's Name: \_\_\_\_\_

Signed employee: \_\_\_\_\_

Date: \_\_\_\_\_