

# Ruskin Mill Trust

## Job Description

Position:	Senior Residential Support Worker
Post Reference No:	RMT101218
Grade:	6
Responsible to:	Residential House Manager or in their absence Shared Lives Co-ordinator & Residential Manager
Service Area:	Residential
Location:	Coleg Plas Dwbl, Ruskin Mill College, Glasshouse College, Freeman College

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If you are interested in this role, please apply at:

<https://www.rmt.org/jobs/>

### Job Purpose

To lead a team of Residential Support Workers to implement the daily operational need of the team house, with supervision and advice, to contribute to the provision of a residential service for students. 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 Senior Residential Support Worker may be required to work alongside other residential carers or on their own in a variety of settings which may include one or more team houses.

The Senior 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 Ruskin Mill Trust 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 Ruskin Mill Trust.

### Main Duties

1. To lead the Residential Support Workers to implement the daily operational needs of the team house and provide supervision and advice to contribute to the residential service for students.
2. Provide, alone or as part of a team, high quality care and appropriate levels of supervision for the students in residence.
3. To deputise in the absence of the Residential House Manager as and when required.

4. Provide through formal supervision, support and development of a team of Residential Support Workers.
5. Contribute to effective record systems in accordance with Ruskin Mill Trust guidelines and procedures.
6. Contributing skills and knowledge as part of a team and attending staff meetings when required.
7. To supervise the household when on duty, including sleepovers.
8. To support students during holiday periods as necessary.
9. To implement the relevant elements from individual student's education planning cycle (EPC), including personal hygiene, household responsibilities, personal finance and social activities, etc.
10. 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.
11. To communicate relevant observations effectively to those working closely with the student (Student Journey Manager and Residential Manager).
12. To complete appropriate paperwork, feedback forms and occurrence reports as required.
13. To be able to account for expenditure whilst working as a Senior Residential Support Worker.
14. 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.
15. 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.
16. To comply with Ruskin Mill Trust Manual Handling Policy and Practice.

### **General**

1. To share Ruskin Mill Trust, 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 Ruskin Mill Trust Health and Safety Policy.
4. To actively support and promote equality and diversity throughout Ruskin Mill Trust.
5. To work co-operatively with other staff within Ruskin Mill Trust.
6. To work with students as and when required.

7. To comply with all the policies and procedures of Ruskin Mill Trust.
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 Ruskin Mill Trust. 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 Senior Residential Support Worker has staff responsibility for Residential Support Workers and deputising for the Residential House Manager in their absence.

#### **Liaison**

To liaise with all staff employed by 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.