

# Ruskin Mill Trust, (the Trust)

<b>Position:</b>	<b>Holistic Engagement Worker</b>
<b>Field of Practice:</b>	<b>Holistic Support and Care &amp; Therapeutic Education (Field 4 &amp; 5)</b>
<b>Post Reference No:</b>	<b>RMT10167</b>
<b>Grade:</b>	<b>5:6</b>
<b>Responsible to:</b>	<b>Holistic Engagement Manager</b>
<b>Location:</b>	<b>Argent College, Coleg Plas Dwbl, Freeman College, Glasshouse College and Ruskin Mill College</b>

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## Job Purpose

The main purpose is to support and facilitate the student's holistic needs, 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, college sessions, work-related learning, and in the wider community in accordance with the agreed holistic care plans, study programmes and risk assessments in place for the student.

The post holder will be expected to embrace, articulate and work with the Trust's objectives, vision, values, purpose and method, ensuring that the Trust's paradigm of biodynamic agriculture, Anthroposophical medicine and practical skills education, which is informed by Steiner Education, is maintained, implemented and integrated within the provisions Trust

The post holder will be expected to encourage the students to commission craft items produced in the daytime PSTE sessions and used in the residential provision/home.

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

**Daytime, evening and weekend working is an essential requirement of the role.**

## 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 support the student's holistic needs as part of an interdisciplinary team within the provision by applying the Seven Care Qualities. .
2. To prepare for the work by familiarisation with background information, student risk assessments and duties to be undertaken.
3. To act as within a key team for designated individuals as determined by your manager.

4. 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.
5. Contribute to the reviewing, monitoring, recording and reporting on the student's attendance, learning, goals and progress towards outcomes, general well-being and any safeguarding and behavioural incidents throughout the 24-hour curriculum.
6. To complete all appropriate paperwork, feedback forms, occurrence reports and update systems e.g databridge as required.
7. Work within statutory guidelines of both Ofsted and CQC alongside the Ruskin Mill Trusts policies and procedures to ensure that the students' holistic needs are met.
8. To create a warm, welcoming, homely atmosphere in the household in keeping with the organisations vision, values, purpose and method and by applying the principles of the Seven Care Qualities; this will include supporting the students independence, autonomy, and participation in social and recreational leisure activities and life skills.
9. To embrace the Trust's Food and Nutrition Policy and to encourage and support the students to produce nurturing and wholesome meals, using organic, locally sourced ingredients and specifically Biodynamic produce grown in the Trust's gardens and farms.
10. To support students in meaningful activities at evening, weekends and during non-term time by actively encouraging involvement in social enterprise opportunities such as working in the Trust's gardens and on the land, PSTE activities, local cultural events, the college cultural programme and college open days.
11. To actively support the student by applying the Seven Care Qualities during the college day and to provide support where necessary in the residential setting including a wider range of domestic duties e.g. cooking, cleaning, shopping and laundry.
12. To support the student to plan and go on holiday, which will include include overnight trips away from the usual place of work, ensuring that all risk assessments are produced and followed at all times.
13. To support the student to work towards their outcomes and targets and the three stage process
14. To actively support the tutor in sessions to enable students to participate appropriately in their timetabled sessions and achieve their short, medium and long term targets by embedding PSTE.
15. Support colleagues to prepare materials and learning resources and to role model good use of ITS including communication devices to support learning.
16. To provide adhoc teaching cover for tutor absences, by leading sessions in Citizenship/PHSE to small groups of students.
17. To be consistently mindful and proactive in keeping all Trust environments clean and tidy

18. To be accountable for expenditure whilst on shift.
19. To support students to attend health appointments as may be necessary, and to complete appropriate paperwork following any visit.
20. To be responsible for safe management of medication including storage, handling and administration of students' medication within the provision. This will include completing safe use of medication training.
21. Where necessary assist students with personal care in both the day and residential provision.
22. To deal with conflicts that may arise, by encouraging open discussion, supporting the expression of feelings, and thereby promote the resolution of any disagreements.
23. To be able to reflect on own working practice recognising the importance of being a positive role model; making use of supervision, briefing and debriefing sessions.
24. To engage constructively with supervisions and staff meetings in the care and education settings as appropriate and to provide evidence of meeting the CQC and Ofsted standards.
25. To ensure that you follow the safeguarding policy and procedures, read, and understand 'Part One: Safeguarding Information for All Staff, Keeping Children Safe in Education.

### **General**

1. To share the Trust's commitment to safeguard and promote the welfare of students.
2. To be responsible for the care of your working area and development for your working area.
3. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
4. To attend meetings and supervision as required.
5. To undertake training as required by the Trust and the Hiram Education and Research Team in order to accommodate flexibility within the structure.
6. To actively support and promote equality and diversity throughout the Trust.
7. To comply with all the policies and procedures of the Trust as contained in the booklet entitled "Ruskin Mill Trust's Student Protection Policies".
8. To pursue personal work development and take full advantage of training provided.
9. To undertake work related professional development as required by the post.
10. To deliver training or development opportunities as required.

11. 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.
12. To attend training provided by the Trust and Hiram Education and Research Team as required.
13. To act in a positive and supportive manner at all times projecting a positive image of the Trust and its associated organisations.
14. To carry out the above duties in accordance with the Trust's Health and Safety Policy.
15. To work with students as and when required.
16. 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 Holistic Engagement Worker has no direct staff responsibility.

### **Job Revision**

This job description outlines the expectations of the role. 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 / Training and Development Requirements

**Position:** Holistic Engagement Worker

The following are the criteria that will be used for Shortlisting:

- Experience of working with young people who have developmental delay/ learning disabilities including ASD/ social and emotional behavioural difficulties and implementing strategies to support their welfare.
- Significant experience of working with young people with challenging behaviours
- Have working knowledge of health, hygiene and safety regulations.
- Ability to understanding of the holistic needs of the students and adapt strategies to ensure there are positive outcomes for the student
- High level of personal resilience
- Excellent communication skills and ability to communicate at all levels
- Strong IT and report writing skills.
- Commitment to the promotion of the Trust's vision, values, purpose and method.
- Commitment to promoting and safeguarding the welfare of students, children and vulnerable adults.
- Flexible approach to working shifts on a rota basis including weekday, evenings and weekends. .
- Having a full driving licence and willingness to drive as part of the role is highly desirable.
- To be able 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 day provision.

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

Name	Timescales for completion	Length of programme
Introduction to Practical Skills Therapeutic Education	First 2 weeks of employment	2 weeks
Safeguarding training as required by relevant safeguarding board	From day 1	Dependant on role
MAPA Training (De-escalation and Restraint Training)	At the first training opportunity	2 days
Ruskin Mill Trust Holistic Support and Care Programme	First week	12 weeks
Administration of medication	First 6 months	1 day
Health and Social Care Level 3	Registered within 6 months and completed within 2 years	2 years
Pedagogical potential of craft		
Learning Support Level 2/3		
Award in Education level 3		