

JOB DESCRIPTION

JOB TITLE:	Senior Residential Support Worker
DEPARTMENT:	Care and Therapy
RESPONSIBLE TO:	Registered Home Manager
SALARY/ GRADE:	Grade 6: Range £20.324- £22.073 this is excluding a market supplement of £1,200.00 per annum based on an FTE of 40 hours (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 including weekends & bank holidays)/ 52 Weeks per year

VISION AND VALUES

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 lead a team of 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. To promote and ensure the safety, care, well-being, learning and development of the residents, to enable their growth in confidence and social and practical skills, promote their learning and provide and contribute to training opportunities for residents. 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. They may also be required to undertake support work in the day provision as required.

- The Senior Residential Support Worker will work within the visions and values of the household.
- Evening and weekend working will be required.
- The post holder will operate in accordance with Sunfield's Policies and Procedures in accordance with the current legislation and guidance.

STATEMENT OF RESPONSIBILITIES

- To lead the Residential Support Workers to implement the daily operational needs of the homes and provide supervision and advice to the residential service for young adults.
- Provide, alone or as part of a team, high quality care and appropriate levels of supervision for the students in residence.
- To deputise in the absence of the Residential House Manager as and when required.
- To work to a planned rota which can include evenings, weekends and sleep-in duties as agreed with the Registered home Manager.
- Provide, alone or as part of a team, high quality and appropriate levels of supervision for the young adults in residence.
- Provide support to the Registered Manager, contributing to the duties that are involved with inspection framework and supporting the management team during home inspections including CQC, Regulation 44 Inspector and other regulatory bodies and relevant stakeholders.
- To attend or chair as necessary residential meetings.
- Contribute to effective record systems in accordance with Sunfield guidelines and procedures.
- To plan and monitor all aspects of the residential provision in conjunction with the Residential Manager and Head of Care and Registered Manager to ensure the links between day and evening provision are seamless.
- To be able to account for expenditure whilst working as a Senior Residential Support Worker.
- To ensure that there is an embedding of RMT's Sunfield Food & Nutrition policy.
- For the purposes of Supervision and Appraisal, support the Registered manager with completing and being responsible for the regular 1:1 supervision of all staff on their homes, for monitoring and reviewing probation periods monthly and completing appraisals annually.
- Form credible and trusting relationships with all young adults within the home, modelling positive behaviour and developing an understanding of each young adult's specific needs.
- 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.
- 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.
- 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.

MANAGEMENT OF STAFF & RESOURCES

- To ensure that residential staffing is efficient, planned and well managed
- To support the Registered Manager to lead the Residential Team in relation to the embedding of Sunfields Food & Nutrition policy and seven care qualities.
- To provide supervision and support to Residential staff and others if required.
- To role model exemplary practice with staff support, supervisions, debriefs and coaching and mentoring staff to be able to work with the high needs young Adults.
- To provide exemplary role modelling to staff on managing the behaviours of the higher needs Young Adults. This will include working on shift with the staff as required

PROFESSIONAL DEVELOPMENT

- Participate in arrangements for the supervision and appraisal of your own performance.

- Take responsibility for improving your own professional development by keeping abreast of current best practice and through appropriate professional development, responding to advice and feedback from colleagues.
- Keep abreast of statutory frameworks which set out our professional duties and responsibilities and upskill the home team accordingly.
- Participate in arrangements for their own further training and professional development including (but not limited to) Safeguarding, Safer Recruitment, Reflective Supervision and CALM/MAPPA (behaviour management) training.
- Undertake and complete the QCF level 5 within 2 years of being appointed to the role

SAFEGUARDING

- To share Sunfield and the Trust's commitment for promoting and safeguarding the welfare of the young people in our care.
- To be responsible for promoting and safeguarding the welfare of children and vulnerable/ young adults that you come into contact with.
- Ensure there are effective child welfare and child protection processes in place and these are followed in accordance with the Sunfield safeguarding policy and procedures
- Ensure that all staff receive relevant safeguarding induction, CPD and annual refreshers commensurate with their roles and responsibility.
- Ensure all staff are issued with 'Part One: Safeguarding Information for All Staff, Keeping Children Safe in Education' 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 Residential Management 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, by being actively involved in the recruitment process including ongoing vigilance.

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 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 and adult 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.

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

Senior Residential Support Worker

ESSENTIAL	DESIRABLE
Qualifications	
<ul style="list-style-type: none"> • Level 3 Diploma in Children and Young People's Workforce – Social Care Pathway (or equivalent). • Level 5 Diploma in Leadership in Health and Social Care and Children and Young People's Services –Children and Young People's Management of Residential services or desire to work towards within two years of appointment. • GCSE or equivalent English and Mathematics at Grade C or above. • Full, clean driving licence. • Evidence of commitment to own continuous professional development. 	<ul style="list-style-type: none"> • Diploma in Social Work. • Leadership (i.e. ILM) Qualification. • Coaching & Mentoring Qualification. • Childcare Qualification. • Evidence of recent safeguarding training.
Experience/ Knowledge	
<ul style="list-style-type: none"> • Sound experience of working with children and young people within residential care (Children's Home (England) Regulations 2015) ideally with severe learning disabilities and profound autistic spectrum disorder. • Sound experience of Child Protection, safeguarding vulnerable adults and Safeguarding Management. • A minimum of 12 months in a Supervisory/Assistant role. • Supervision and staff management experience. • Report writing, and presenting during reviews, inspections and meetings. • Chairing team meetings. • Experience of Child Protection and Safeguarding Management. • Experience of care planning and reviewing processes as well as developing behaviour plans and strategies to address challenging behaviour. • Working knowledge of Quality Assurance systems. • Working knowledge of supporting an CQC inspection. • Experience of planning effective rotas in accordance with children and young people's needs. • Commitment to creating an environment which respects a person's independence and encourages their individuality. • An understanding of Autism, Learning Disabilities and associated diagnosis. 	<ul style="list-style-type: none"> • QCF/ NVQ Assessor. • Therapeutic interventions and strategies. • Experience of working with a range of professionals and external agencies. • Health and Safety Regulations. • Experience and understanding of following HR practices and basic budget management. • Experience of implementing therapeutic interventions and strategies. • Basic budgetary understanding.

<ul style="list-style-type: none"> • Experience of working with and managing challenging behaviour using positive support plans and behaviour management strategies. • Commitment to creating an environment which respects a person's independence and encourages their individuality. • Be able to physically engage with CALM/MAPPA physical intervention and restraint. 	
<p>Skills and Abilities</p>	
<ul style="list-style-type: none"> • To have a good working knowledge of the monitoring, assessment, recording and reporting of children and young people. • To build effective relationships with children/ young adults, parents, colleagues and the wider community. • To be able to work creatively and sensitively with young adults. • Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate). • Ability to support, motivate and inspire colleagues by leading through example. • Deal successfully with situations that may include tackling difficult situations and conflict resolution. • Be able to reflect and debrief using the self-reflective framework. • Be emotionally resilient, mature, reliable and accountable. • Deliver a high quality service. 	
<p>Other</p>	
<ul style="list-style-type: none"> • Willingness to work according to a flexible rota including weekends and bank holidays within Sunfield's 24/ 7 services. • Participate on managers on-call rota • Adaptable and shows initiative • High level of personal resilience • High level of emotional and social intelligence 	