

## Clervaux Trust

### Job Description

<b>Position:</b>	<b>Holistic Support 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>TRL00030</b>
<b>Grade:</b>	<b>4 : 5</b>
<b>Responsible to:</b>	<b>Clervaux Trust</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, college sessions, work-related learning, and in the wider community in accordance with the agreed support plan(s) 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 provision of the College.

The post holder will be expected to provide interaction between the day and residential teams and encourage the students to commission craft items produced in the day time PSTE sessions and used in the residential provision.

While the post holder will be employed and line managed by Clervaux Trust they must also be able to work flexibly to meet the needs of the College provision. This may include working with residential and day students at any of the Trust's sites.

The Holistic Support Worker will work within the method of Clervaux Trust and Ruskin Mill Trust.

The post holder will be expected to travel on a regular basis between different sites, and to and from other places as Clervaux Trust 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 Clervaux Trust and Ruskin Mill Trust.

## Main Duties

1. To support the student's care, education and therapy by working with the students support plan as part of an interdisciplinary team within the residential and daytime educational provision.
2. To prepare for the work by familiarisation with background information, student risk assessments and duties to be undertaken.
3. To act as a key worker for designated individuals as determined by your manager.
4. Contribute to the monitoring, recording and reporting on the students learning, progress, general well-being and any behavioural incidents.
5. To liaise and work with students, their families, team members and partner organisations to ensure that support is tailored to meet their individual needs and wishes.
6. Work within Ofsted and CQC requirements, statutory guidelines, Ruskin Mill Trusts policies and procedures to ensure that the students are consistently supported to a high standard, including safeguarding their welfare.
7. To work with the residential team to help create a warm, welcoming, homely atmosphere in the household in keeping with the organisations vision, values, purpose and method and encourage shared projects/activities between the day and residential provision
8. To maintain a welcoming, co-operative attitude to the parent(s) and/or families of the students.
9. To support the student's independence and participate with students in social and recreational leisure activities e.g. travelling to college, participation at college as well as walking, cinema, household outings, visiting their friends and family.
10. To supervise and support students in their residential setting with a range of domestic activities e.g. cooking, shopping, cleaning, laundry.
11. To be aware of the whereabouts of students you are responsible for at all times, and to help them plan their use of their time in a valuable way.
12. To embrace TRL's Food & Nutrition policy in order to support students to enjoy a healthy, balanced diet.
13. To encourage the students to attend and fully participate in the college open days.
14. To support students in meaningful activities during non-term time by actively encouraging involvement in social enterprise opportunities, PSTE activities and local and cultural events.
15. To drive the student between sites and to social and cultural activities.

16. To support the student to plan and go on holiday which will include overnight trips away from the usual place of work, ensuring that all risk assessments are produced and followed at all times.
17. To be able to account for expenditure whilst working as a Residential Support Worker or if responsible for money in the College setting.
18. 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.
19. To be responsible for safe storage, handling and administration of students' medication both in the day and residential provision in line with Clervaux Trust and College policy.
20. Where necessary assist students with personal care both in the day and residential provision.
21. To deal with conflicts that may arise in the households and day provision, by encouraging open discussion, supporting the expression of feelings, and thereby promote the resolution of any disagreements.
22. 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.
23. To comply with Clervaux Trust Manual Handling Policy and Practice.

### General

1. To share Clervaux Trust and 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 Clervaux Trust and Ruskin Mill Trust Health and Safety Policy.
4. To actively support and promote equality and diversity throughout Clervaux Trust and Ruskin Mill Trust.
5. To work co-operatively with other staff within Clervaux Trust and Ruskin Mill Trust. In particular, the post holder will receive direction from a college Daytime Support Team as well as being line managed by Clervaux Trust.
6. To work with students as and when required.
7. To comply with all the policies and procedures of Clervaux Trust and 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 Clervaux 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 Holistic Support Worker has no direct staff responsibility.

### **Liaison**

To liaise with all staff employed by Clervaux 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.

**Position: Holistic Support 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
- Ability to understanding of the specific 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 additional hours including evenings and weekends whenever necessary.
- 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
Equality and Diversity	Within 2 months of commencing role	2 hours
MAPA Training (De-escalation and Restraint Training)	At the first training opportunity	2 days
Ruskin Mill Trust Holistic Support and Care Programme	Within 3 months	12 weeks
Craft activities and research as identified by the line manager	1 year	1 year
Administration of medication	First 6 months	workbook