

# Brantwood Specialist School

## Job Description

<b>Position:</b>	<b>Residential Support Worker</b>
<b>Post Reference No:</b>	<b>BSS00006</b>
<b>Grade:</b>	<b>4 : 5</b>
<b>Responsible to:</b>	<b>Senior Residential Support Worker</b>
<b>Location:</b>	<b>Brantwood Specialist School, Sheffield</b>

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### Job Purpose

To promote and ensure the safety, care, well-being, learning and development of the pupils. To enable their growth in confidence, social and practical skills, promote their learning and provide and contribute to training opportunities for pupils. The Residential Support Worker may be required to work on their own or co-working with other Residential Support Workers.

The post holder will be expected to embrace, articulate and work with the School's and Ruskin Mill Educational Trust's objectives, vision, values, purpose and method, ensuring that the Ruskin Mill Educational 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 School.

The post holder is to contribute to the whole life of the School, always remembering that our core purpose is to improve the education and lives of the pupils at the School.

You will be required to carry out your duties at all premises, some of which are located a distance from the main site and at such other places as may reasonably be required.

Evening and weekend working will be required.

### Corporate Contribution

The post holder will be expected to contribute as required and uphold the underpinning values and philosophy of the School and Ruskin Mill Educational Trust at all times.

### Main Duties

1. To prepare for the work by familiarisation with background information, pupil risk assessments and the duties to be undertaken.
2. To supervise and support pupils in their residential setting with a range of domestic activities; for example, cooking, shopping, cleaning, laundry.
3. To act as a key worker for a number of pupils designated by the Head of Care.
4. To supervise the residential pupils journey to and from the residential provision and the day time education provision.

5. To supervise the residential pupils during meal times.
6. To prepare all meals for residential pupils, and maintain health and hygiene standards within the residential home.
7. To support the pupils in caring for their personal space by acting as a role model and helping the pupils to tidy their rooms and complete their laundry duties.
8. To implement the relevant elements from individual pupil's education placement plans, including personal hygiene, household responsibilities, personal finance and social activities.
9. To be aware of the whereabouts of pupils in the Residential Support Worker's care at all times, and to help them plan their use of their time in a valuable way.
10. To supervise the residential area when on duty, including sleepovers.
11. To plan, arrange and risk assess social and recreational events that support the School's vision values and methods.
12. To supervise and participate with pupils in social and recreational leisure activities; for example, walking, cinema, outings, visiting their friends and family.
13. To maintain a welcoming, co-operative attitude to the parent(s) and/or families of the pupils.
14. To support pupils during holiday periods as necessary.
15. To reflect on own working practice: recognising the importance of providing a role model and making use of supervision, briefing and debriefing sessions.
16. To communicate relevant observations effectively to those working closely with the pupils (Teachers, Teaching Assistants, Counsellor, Head of Care).
17. To complete appropriate paperwork, feedback forms and occurrence reports as required.
18. To be able to account for expenditure to the School whilst working as a Residential Support Worker.
19. To support pupils to attend appointments for the doctor, dentist and optician as may be necessary, and to complete a medical visits form following any visit.
20. To deal with conflicts that may arise in the School, by encouraging open discussion, supporting the expression of feelings, and thereby promote the resolution of any disagreements.
21. To liaise with the Safeguarding Officer over Child Protection concerns regarding residential pupils and ensure that unusual, complex or difficult situations are addressed and reported as required by the School's Safeguarding Policy.
22. To comply with the School's Manual Handling Policy and Practice.

### **General**

1. To share the School's commitment for promoting and safeguarding the welfare of children and young adults.

2. To be responsible for promoting and safeguarding the welfare of pupils, children and vulnerable adults that you come into contact with.
3. To follow and promote the Every Child Matters agenda.
4. To carry out the above duties in accordance with the School's Health and Safety Policy.
5. To actively support and promote equality and diversity throughout the School.
6. To work co-operatively with other staff within the School and any of its associated organisations.
7. To work with the pupils as and when required.
8. To comply with all the policies and procedures of the School as contained in the booklet entitled "Brantwood Specialist School - Pupil Protection Policies".
9. To maintain exemplary standards of professionalism, honesty and respect at all times and not abuse the privilege of access to confidential information.
10. To be responsible for the care and development of your working area.
11. To attend meetings and supervision as required.
12. To undertake training and development as required by the School and the Hiram Institute, including continuing professional development through participation in-service training as necessary for the successful carrying out the role.
13. To attend mandatory and statutory training provided by the School and the Hiram Institute as required.
14. To act in a positive and supportive manner at all times projecting a positive image of the school and its associated organisations.
15. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.
16. 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.

### **Staff Management and Supervision**

The Residential Support Worker has no direct staff responsibility.

### **Liaison**

To liaise with all staff employed within the School, Transform Residential Limited, Ruskin Mill Educational Trust, parents, pupils, 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.