

Clervaux Garden School Children's Home

Job Description

Position:	Residential Support Worker
Field of Practice	Holistic Care and Support (Field 5)
Post Reference No:	BSS00006
Grade:	4 : 5
Responsible to:	Head of Children's Care
Location:	Clervaux

Job Purpose

To promote and ensure the safety, care, well-being, learning and development of the Children. To enable their growth in confidence, social and practical skills, promote their learning and provide and contribute to training and the development of independent skill for each child. 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 Clervaux 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 Clervaux.

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 Ruskin Mill Trust at all times.

Main Duties

1. To prepare for the work by familiarisation with background information, children's risk assessments and the duties to be undertaken.
2. To supervise and support children in their home with a range of domestic activities; for example, cooking, shopping, cleaning, laundry.
3. To act as a key worker or co-key worker as designated by the Head of Care.
4. To supervise the residential children's journey to and from the residential provision and the day time education provision.
5. To supervise the residential Children during meal times.
6. To prepare meals for residential Children, and maintain health and hygiene standards within the residential home. Encouraging the Children to be involved in preparing each meal.

7. To support the children in caring for their personal space by acting as a role model and helping the children to tidy their rooms and complete their laundry duties.
8. To implement the relevant elements from individual's education placement plans, including personal hygiene, household responsibilities, personal finance and social activities.
9. To be aware of the whereabouts of the children 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 the children 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 children.
14. To support children 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 children (Teachers, Teaching Assistants, Head of Care).
17. To complete appropriate paperwork, feedback forms and occurrence reports as required.
18. To be able to account for expenditure.
19. To support children 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 home, 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 children and ensure that unusual, complex or difficult situations are addressed and reported as required by the home's Safeguarding Policy.
22. To comply with the Manual Handling Policy and Practice.

General

1. To share the Trusts 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 Health and Safety Policy.
5. To actively support and promote equality and diversity throughout the Home.
6. To work co-operatively with other staff within the home and any of its associated organisations.
7. To work with the children as and when required.
8. To comply with all the policies and procedures of the home and School
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 Home 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 Trust as required.
14. To act in a positive and supportive manner at all times projecting a positive image of the home 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, Ruskin Mill Educational Trust, parents, children, 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.

Manager's Name: _____

Signed Manager: _____

Employee's Name: _____

Signed employee: _____

Date: _____