

Job Description

Job title	Support Worker	Job family	Education & Children's Services
Reporting to	Registered Manager	Job code	
Location		Evaluation Date	

Job Purpose

"Make a Difference to Young People"

Roles within the Education & Care job family are dedicated to ensuring children, young person's/adults are safe and healthy and able to make a positive contribution and realise their full potential through enjoyment, achievement and economic well being

Key focus on

- Safety
- Providing a quality service to the young people
- Ensuring financial sustainability appropriate to the job role

Responsibilities

Quality

- 1.** Contribute to the effective implementation of individual programmes by supporting the care, teaching and learning, social and independence activities and experiences, which enhance the learning and development of Learners and Young People.
- 2.** Manages the well-being and behaviour of Learners and Young People ensuring any significant behavioural or physical occurrences are promptly addressed and reported, referring to a senior member of staff as appropriate.
- 3.** Assists senior staff with the compilation of care and learning plans. Prepares incident and other reports and updates daily records and logs as required.
- 4.** Maintains professional relationships whilst developing a good rapport with young people, students, pupils, colleagues, visitors and other stakeholders.
- 5.** Through own professional behaviour, including adhering to policies and procedures, contributes to the maintenance of safety, security and confidentiality standards.

Innovation

- 6.** Adapts newly proven techniques within registered home

Value

- 7.** Ensures young people who use our services are getting value for their money

Knowledge / Education / Skills

QCF level 3 Diploma in relevant care/children & young people related area or equivalent or higher recognised qualification.

N.B. It is not anticipated that all new recruits to the role will have QCF Level 3 qualification but will commence the attainment process within six months of joining and will have a specific time period in which to qualify.

Experience

Likely previous general work experience which will assist in supporting the educational and social development of children or young people with special needs.

Communication

Communication and personal interaction is a key feature of this role, which provides personal support and guidance to Learners and Young People both within an educational and care environment. This may include more extensive pastoral support. Coaching, observational and listening skills are essential for monitoring, supporting and assessing academic, social and emotional development.

Responsibility

Staff

Provides advice and guidance to less experienced staff undertaking similar duties

Budgets & equipment

Responsible for the correct handling of petty cash and appropriate expenditure of learners and young peoples' allowances and administration of medication in accordance with policy and procedure where applicable and as required. Collective responsibility for the care and security of equipment and consumables on site.

Informatics

Responsibility for the accuracy, security and confidentiality of student/pupil records.

Other

The role holder will be expected to undergo certified training and refresher courses in a range of areas including Child Protection, Physical Intervention, Behavioural Management, first aid, fire prevention and Health & Safety at Work and other specialist training related to the location

Working Environment

The educational and social challenges experienced by the young people may, at times, give rise to unusual or anti-social behaviour which can be very emotionally and physically demanding

Upholding the Company Behaviours	
Demonstrate in this section how the role will evidence and support the Company Behaviours	
Behaviour	Responsibility to evidence
Putting People First	Management <ul style="list-style-type: none"> Analytical Delivers a compliant and quality driven service environment Solution focussed Risk aware Innovative Engaged Willing to Learn
Being a Family	Leadership <ul style="list-style-type: none"> Motivational Accountable Outcomes driven Inspirational Takes Ownership
Acting with Integrity	Values <ul style="list-style-type: none"> Respecting others Awareness of Culture Trustworthy Belief High expectations Openness
Being Positive	Emotional <ul style="list-style-type: none"> Resilient Empathetic Reflective Confident Self Aware Determined
Striving for Excellence	Vision <ul style="list-style-type: none"> Aspires to excellence Desires continuous improvement Clarity of thought and expression Focussed Aspirational Is clear about and can communicate the "vision" Wants to leave a legacy Committed to excellence

Please note that you may be expected to undertake other duties and responsibilities as appropriate to the role.