

CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	Post Title	Grade	JE Pts	Date
C1172	Residential Support Worker	Grade 6	437 NJC	April 2008

Statement of Purpose

To be an active participant in delivering high standards of emotional and physical care to pupils.

Support to Pupils

- Through effective teamwork, provide the support necessary to the children's well-being and effective functioning.
- Promote a supportive environment for nurturing pupils.
- Communicate effectively with the children using appropriate forms of communication.
- Provide support in all aspects of daily living to children.
- Engage children in a range of activities which meet their social emotional and physical needs with specific emphasis on the need of each child.
- Participate in the implementation and delivery of 24-hour curriculum.
- Contribute to care planning, participating in review meetings and assist in the implementation of Care Plans.
- Maintain effective and supportive contact with parents or guardians of children, ensuring that appropriate staff are kept informed of any contact.
- Provide pupils with an excellent role model.
- To maintain high standards of display and presentation in children's living area/bedrooms and general school facilities.
- Maintain records as requested and prepare such reports as may be necessary.
- To undertake sleeping-in duties as required.
- To plan professional development in conjunction with line management to help achieve the school development plan.
- To contribute to the life of the school and the local community.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the working hours.

CHILDREN AND LIFELONG LEARNING – HR SERVICES

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

CHILDREN AND LIFELONG LEARNING – HR SERVICES

Person Specification Residential Support Worker Level 3

Essential Criteria	Measured By
Experience Experience of working with children with specific needs.	AF/I
Qualifications/Training - NVQ 3 in appropriate discipline (or recognised equivalent experience). Must be willing to undertake appropriate formal training. - Participation in development and training opportunities.	I
Knowledge/Skills - Good communication skills. - Ability to work constructively as part of a team and on own initiative. - Ability to relate well to children and to adults. - Have flexible approach to work. - Methodical and organised. - Ability to cope with lifting. - Willingness to work evenings and early mornings on a shift basis. - The lifting of children is an essential aspect of the work and the wrist and back must be strong enough to be able to handle children (in accordance with the Manual Handling Regulations), who are likely to go into spasm.	AF/I

CHILDREN AND LIFELONG LEARNING – HR SERVICES

Behavioural Attributes • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	AF/I
AF - Application form	I - Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***