**St Mary’s School and College**

**Job Description**

**TITLE: Waking Night Support Worker**

**ACCOUNTABLE TO: Residential Night Manager and Head of Care**

1. **RESPONSIBILITIES:**

**Within the context of St Mary’s School and College’s Mission Statement and its Aims and Objectives, this post includes the following key responsibilities:**

To play a leading role in:

1. supporting and developing the mission and ethos of St Mary’s School and College, including adherence to all policies including Health and Safety, HR and Safeguarding.
2. developing positive working relationships with and between pupils/students and staff and parents/carers.
3. playing a full part in the Performance Development and Review process.
4. engaging with appropriate professional training opportunities to promote professional excellence in this role.
5. implementing all department and school policies, contributing to their review as appropriate.
6. supporting the school’s self-evaluation process.
7. carrying out any other reasonable and relevant duties requested by the Principal, Head of Careor Night Manager.
8. learning and using Sign Supported English (SSE) and pupils/students required method of communication
9. **MAIN FUNCTIONS & PURPOSE:**

**DUTIES: Supporting Pupils and Students:**

**Under the direction of the Head of Care / Night Manager to:**

1. Work as part of the team responsible for all matters relating to the pupils’ and students’ welfare and personal needs.
2. Ensure pupils and students make progress against education and residential goals and targets, in a safe environment.
3. Motivate and encourage pupils and students according to their needs to be as independent as possible.
4. Develop appropriate and supportive relationships with pupils and students.
5. Act as a good role model to promote positive behaviour.
6. Support pupils and students in maintaining appropriate levels of personal hygiene, self care and appearance.
7. Complete laundry tasks as required for the pupils/students which includes their clothing and bedding
8. Support pupils and students within a group and in 1:1 situations, providing support when required by an individual.
9. Support behaviours that challenge, safely and supportively, by using the skills and approved approaches (both theoretical and practical) learnt through training, thus promoting positive behaviour management.
10. Support people with their health needs as required, e.g. administration of medication.
11. Keep accurate and up to date records.

**Supporting the Head of Care / House Manager to:**

1. Provide a safe, warm and supportive physical environment for the pupils and students.
2. Providing and maintaining high levels of cleanliness, ensuring that all communal areas, kitchens and bathrooms are clean and tidy
3. Carrying out household duties, cleaning, cooking and generally ensuring that the living areas are maintained in a safe manner.
4. Accepting responsibility for monies as may be required in carrying out necessary duties.
5. Reporting any maintenance issues in a timely manner so as to maintain a safe environment for pupils and staff

This position involves some manual handling duties e.g. loading and unloading washing machine, carrying laundry etc. in accordance with procedural guidance of the establishment and relevant legislation.

This Job Description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

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|  | Essential | Desirable |  |
| **Qualifications** |  |  |  |
| Maths and English GCSE grade C or above (or currently working towards obtaining this qualification, or has significant relevant experience) | X |  | A |
| Health & Social Care Diploma Level 3 (Children’s pathway) (or currently working towards obtaining this qualification) | X |  |  |
| Other qualification: First Aid/ Signing/ Food Hygiene |  | X | A |
| **Experience** |  |  |  |
| Relevant experience in Education or Residential setting |  | X | A/I/R |
| Relevant experience of working with children with special needs |  | X | A/I/R |
| Awareness of effective approaches to managing pupils and students with SEN, Communication difficulties, ASD. |  | X | A/I/R |
| **Knowledge & Skills** |  |  |  |
| Ability to work both independently using initiative and in a team alongside pupils and students | X |  | I/R |
| Awareness of Health and Safety requirements | X |  | I |
| Effective communication skills both written and oral | X |  | A/I |
| Effective ICT skills | X |  | I |
| Awareness of child protection and safeguarding procedures | x |  | I/R |
| **Special Requirements** |  |  |  |
| Effective interpersonal skills | X |  | I |
| The ability to manage time demands and ensure deadlines and priorities are met | X |  | I/R |
| Outstanding organisational and planning skills, which show attention to detail | X |  | I |
| Demonstrate the ability to recognise and respond to the needs of pupils and students. | X |  | I/R |
| Ability to analyse situations, plan effectively and inspire others |  | X | I |
| Ability to work under pressure | X |  | I/R |
| Willing to undertake out of hours and weekend work, with prior notice where possible |  | X | I |
| Demonstrate the ability to be caring and patient and the ability to respond to behavior that challenges | X |  | I |
| Good time management | X |  | R |
| Enhanced DBS check | X |  |  |

**St Mary’s School and College**

**Person Specification**

**TITLE: Waking Night Support Worker**