



Job Description

Residential Day Support Worker

- Place of Work:** West Heath School, Sevenoaks, TN13 1SR
- Hours of Work:** 13:00 – 23.30 Mon-Thurs, working every 3rd Friday 10:30 to 16:30
Average of 44 hours per week
Term time only (39 weeks)
- Accountable to:** Senior Support Worker, Residential Care Manager
- Direct Reports:** None

Main Purpose of the role:

To assist the residential care management team (Residential Care Manager and Senior Support Workers) to effectively deliver all aspects of the school's residential provision within the National Minimum Standards for Residential Schools.

It is a general requirement for all staff within the School, to work collaboratively with colleagues from all departments and with representatives from those external agencies with whom they come into contact as part of their duties.

To provide a high quality a need-led service to children and young adults at West Heath School by adopting a student-centred approach that fosters self-awareness, personal growth and gives each student the strongest voice with regards to decision making and lifestyle choices.

Main Duties and Responsibilities

- To observe and integrate within everyday practices the principles of the Children Act, Keeping Children Safe in Education and Every Child Matters and any other relevant legislation.
- Ensure that all policies and procedures related to the running of the residential houses are adhered to.
- Work and comply with financial systems in line with the school's policies, procedures and guidelines.
- Complete and maintain recording and reporting systems.
- Prepare high quality reports as necessary.
- Participate in devising and follow each Student's care plan.
- Ensure the targets identified in Individual Health, Care and Education Plans are addressed, assessed and tracked.
- Undertake key working responsibilities.
- Participate in both informal and formal supervision and appraisal.



- To work with the residential care management team, to produce action plans following self-assessment, independent service reviews and Ofsted inspections.
- Attend INSET and Training events (08:30 – 16:00)

Health and Safety

- Working safely and hygienically at all times within Health and Safety Guidelines and Policies.

Partnership Working:

- Sustain and develop positive working partnerships with all areas of the Faculty and School
- Implement/monitor and contribute to joint initiatives as required
- To create and develop links between the department and wider school community
- Celebrate and share success with students, colleagues and parents/carers

Equality and Diversity:

- To promote equality and reduce discrimination of the protected characteristics within the school on both a student and staff level.
- Promote British values
- Support people to appropriately express their individuality and uniqueness in all areas of life

General:

- To act as an ambassador for West Heath School representing the school where necessary at Events and Meetings
- To undertake ongoing continued professional development
- To uphold the values and ethos of the school
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the LINE MANAGER
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular supervision sessions with Line Manager
- Attend team meetings as required
- Undertake any relevant training as identified

Qualifications and experience required for this role:

See - Person Specification

PERSON SPECIFICATION: Residential Day Support Worker

The successful candidate will be a strong, forward thinking and inspirational leader who demonstrates commitment to the school's values and ethos, and has the robustness, unwavering enthusiasm and tenacity to meet the needs of this demanding post.

Requirement	Essential	Desirable	Testing Method
1. Qualifications	Commitment to complete Diploma level 3 in Childcare or Equivalent Health and Social Care qualification	NVQ 3 in Childcare or Equivalent	Certificate Application form
2. Experience	2 years' recent experience working with children/ young people Working with children, young people and their families. Work in a residential setting	Experience of working in an education setting Experience of specific conditions e.g. ASD, ADHD	Application form Interview
3. Knowledge and skills	IT literate word and email An understanding of Equality and Diversity National Minimum Standards updated 5th September 2022 Risk and risk management Relevant legislation e.g. KCSIE updated annually, Children Act 1989/2004	Ability to write reports. Risk and risk management. Relevant legislation e.g. KCSIE, Children Act 1989/2004 RSS National Minimum Standards	Application form Interview questions Presentation
4. Competence	Good communication skills Organisational skills Ability to prioritise work. Ability to effectively deal with crises/ emergencies		Interview questions Presentation
5. Personal Qualities	Ability to work in a way which reflects the school's values/ethos. Work practice which encompasses equal opportunities		Interview questions Presentation



	Ability to work under pressure while recognising it in self and others		
6. Other	Able to work flexibly	Clean Driving licence	

Note:

This Job Description sets out the duties of the post at the time when 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 reconsideration of the salary for the post.

West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.