



The Caldecott Foundation Helping children build a future

The primary purpose of the Caldecott Foundation is to provide individual packages of care so that a child or young person can grow in every sense of the word – physically, emotionally and intellectually, and achieve positive outcomes in line with the Quality Standards.

The worker is expected to work in accordance with the Policies, Practices and Procedures of The Caldecott Foundation. The Foundation aims to ensure equal opportunities both for its staff and those in its care. All those involved in its work must ensure that they promote equal opportunities and anti discriminatory practices in all that they do and say.

JOB DESCRIPTION

- Post:-** Boarding Support Worker
- Responsible to:-** Boarding Manager / Boarding and Senior Leadership Team
- Place of Work:-** Garden House and The Caldecott School, Smeeth, Ashford
- Hours of Work:-** TERM TIME ONLY – 39 weeks. The hours of work will in the main be undertaken between Monday to Thursday. This is normally a 40 weekly rota.
- Role:-** To enable and provide the Caldecott School pupils in our boarding provision with the necessary support, care, life skills education and extra-curricular activities in order to building a positive future.
- Duties:-** This job description describes in general the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Responsibilities:-

1. To provide and support the provision of primary care for each child/young person and help them develop healthy attachments and to act as a key worker. Liaising with their family, school and referring agency in ensuring a consistent approach to meeting the individual needs of our children and young people.

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2. To ensure that the care/boarding provision promotes and safeguards the welfare of the children/young people in its care.
3. Assist in the educational, social, emotional and behavioural development of children/young people under the direction and guidance of the Caldecott foundation's/school management.
4. To assist management to develop the school/house and its environment ensuring that the highest standards of care prevail for each individual child/young person, within the guidelines of the foundations stated model of care.
5. Assist in the implementation of educational programmes and individual care plans for the children/young people, and help monitor, evaluate and continually review their progress.
6. While on rota in the house, under supervision of the house management, be responsible for the care and supervision of the children/young people as delegated by senior staff and develop constructive leisure time for the children/young people.
7. To act as a positive ambassador of the Caldecott Foundation at all times and maintain and promote good relationships with other professionals, team members and management, the school and other sections within the Foundation, parents and outside agencies.
8. To participate in sleeping duties as required.
9. To participate in staff PMCB training, which is mandatory and all other mandatory training and demonstrate a commitment to ongoing professional development.
10. To provide quality written reports that document and evidence the child/young people's daily, weekly and monthly progress. To present and advocate for the child/young person in professional meetings.
11. To be available whilst on duty to participate in on going supervision with a member of the Management Team and through this supervision develop an understanding of the behaviour of the young people.
12. To contribute to the child/young person's development through specific pieces of work with the children/young people that help to build upon their education, life skills and independence.
13. To assist in the general household duties of our boarding provision which include cooking, preparing meals and other domestic duties.

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14. To safely administer medication, drugs under the direction of the child's GP and care for children/young people who may be ill or injured.

Standards and Quality Assurance:-

1. Support the aims and ethos of the foundation as outlined in the Caldecott Foundation's Mission Statement, core values and Model of Care.
2. To set a positive and professional example in terms of dress, punctuality and attendance.
3. To act in accordance with the Foundations Code of Conduct
4. Attend all team and staff meetings
5. Undertake professional duties that may be reasonably assigned by the management
6. Undertake any other duties as may reasonably be required.

Health and Safety

1. To ensure that Health and Safety of the children/young people, staff and visitors is monitored in accordance with the relevant legal requirements and good practice.

Caldecott Foundation Fundraising and Marketing

1. The Caldecott Foundation is a Charity and as such relies on its good reputation and voluntary contributions and donations from members of the public, grant making bodies and corporate sponsorship.
2. All employees of the Caldecott Foundation are expected to behave in a way that enhances the reputation and image of the Charity. In addition staff are expected to be responsive to fundraising initiatives, attend public events whenever possible and take seriously their role in raising income for the charity at every opportunity.

Equal Opportunities

1. To contribute to the development, establishment and implementation of clear Equal Opportunities objectives for the service which promote equity for all service users and members of staff and formulate equality targets and performance measures for both employment and service delivery.

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2. To promote and monitor development and anti-oppressive services which are ethically, religiously sensitive and recognise issues of disability in accordance with legislation and Foundation policy.
3. To promote a positive approach to all potential and existing service users and ensure that services under the posts control reflect this approach.

The duties outlined in this job description are not exhaustive and may change from time to time due to the changing nature of the working environment. You are expected to carry out all appropriate tasks necessary to meet the needs of the service as may be requested by your line manager

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