



Job Description – Support Worker

Reports to:

- Senior Support Worker
- Residential Care Manager
- Head of Care and Safeguarding

Location: West Heath School – Sevenoaks

Hours: Term time only (39 weeks) Term time only (39 weeks) 1.00pm – 11.30pm Mon-Thurs working every 3rd Friday 10.30am to 4.30pm

Attendance at INSET and Training events is compulsory hours are 8.30 – 4pm

Main Purpose of the role:

To assist the residential care management team (The Head of Care and Safeguarding, Residential Care Manager and Senior Support Worker) 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

Health and Safety

- To evaluate the risks of, and to protect, students from threats to their health and welfare
- Ensure the premises are kept safe, clean and hygienic throughout
- Maintain high standards of safety and observe good practice in relation to health and safety issues, including the safe handling and administration of medicines and first aid
- At all times work within H&S policy and procedures

Partnership Working:

- To create and develop links between the houses and with the day and night teams
- Celebrate and share success with students, colleagues and parents/carers

Equality and Diversity:

- Ensure equality in the workplace regardless of race, age, disability, gender, sexual orientation or religious belief
- Support people to 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 and attend INSET and training events
- 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 Head of Care and Safeguarding and the Residential Care Manager

Qualifications and experience required for this role:

See - Person Specification



PERSON SPECIFICATION

Requirement	Essential	Desirable	Testing Method
1. Qualifications	Commitment to complete Diploma level 3 in Health and Social Care or Equivalent	NVQ/Diploma Level 3 in Health and Social care or Equivalent	Certificate Application form
2. Experience	Worked in a residential care 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	Ability to write reports Risk and risk management Relevant legislation e.g. KCSIE (2021), Children Act 1989/2004 SCCIF RSS National Minimum Standards	Application form Interview questions Presentation
4. Competence	Good communication skills Organisational skills Ability to prioritise work Ability to deal effectively 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 Ability to work under pressure while recognising it in self and others		Interview questions Presentation
6. Other	Able to work flexibly Clean Driving licence to Drive school vehicles to support our residential students		

Devised FOA – January 2022

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and we would aim to reach agreement to the changes