

BOWDEN HOUSE SCHOOL

JOB DESCRIPTION & PERSON SPECIFICATION

POST:	Care Support Worker – Level One
HOURS:	41 hours per week – term time only
GRADE:	Scale 3 Point 5-6
Responsible to:	Senior Houseparents; Head of Student Welfare and the Headteacher
Responsibility for:	Not applicable

Bowden House is a maintained, special residential school providing education and care to students with social, emotional and mental health difficulties. Some of the students have associated learning difficulties. The students' ages range from 9 – 16+ years and require a stimulating curriculum with opportunities to improve their academic and social skills within a nurturing environment to prepare them effectively for the adult world. Care Support Workers will work within a team to support the students outside the classroom environment promoting the importance of education whilst assisting in the development of appropriate social skills.

Experience is not essential for this Level One role

Main areas of responsibility

- to contribute to the whole school approach in providing a safe environment within which all students can live and learn
- to recognise, praise and develop the aspirations and talents of all students assisting them in making choices that will enhance their self-esteem and confidence
- to work effectively as part of the whole school team
- to work term time only on a shift basis, including evenings; to be part of the escort rota and to be available for sleep-ins, as required. An additional payment will be made for sleep-ins carried out
- with other members of the Care Team, assist in the supervision of a wide range of recreational activities taking account of all aspects of Health & Safety whilst encouraging students to participate in new, challenging experiences
- to work within the school's Behaviour and Behaviour Management Policies ensuring that there are effective, consistent and safe practices in managing unacceptable behaviours
- to attend weekly team meetings with the Head of Student Welfare

Main duties

- to provide consistent levels of care to all students ensuring their needs and wishes are included in their Individual Learning Plans
- with the Houseparents and the Education Team, assist in the day to day management of our students to ensure attendance in class
- to monitor the students' health and wellbeing and ensure that these are reflected in their Health Care Plans including support in attending doctor/hospital/dentist appointments/etc.
- to be aware of the students' Risk Assessments and Positive Handling Plans and where these might indicate restrictions on activities and the need for close supervision
- with the Houseparents, assist in contributing to care reports for the students' Annual Review and end of term reports
- to ensure that entries are recorded in the students' diaries that create a visual documentary of their school career
- to support the students in taking responsibility for their personal care and school clothing
- to maintain positive working relationships with parents/carers/social workers/others
- to ensure a thorough understanding of the National Minimum Standards (2015) and how they are applied by Ofsted in Welfare Inspections
- to record entries in a range of log books, including electronic systems, that are written to good levels of literacy
- to work effectively within The Equality Act 2010 to ensure that the staff and students of this school are treated with respect and dignity at all times. As a member of the Care Team, to work actively to promote opportunity for all students and collectively undertake to improve their educational and social outcomes.

Person Specification

Essential:

1. to be sensitive to the needs of all students taking into account racial, cultural, gender, language and religious differences
2. to maintain a non-judgmental approach to our students and their families
3. to act as an Ambassador for the school and to present, at all times, as a positive role model to the students and staff of this school
4. to assist with the transport/escort of students to a variety of locations and activities

5. to work contracted hours on a shift basis including evenings; to be part of the escort rota and to be available for sleep-ins, as required and as agreed with the Head of Student Welfare and the Headteacher
6. to work effectively as part of a team
7. to complete the Level 3 Diploma (or equivalent) in Health & Social Care – Working with Children & Young People within the specified period of time (usually a maximum of 1 year). Candidates should be aware that this course will require some study in non-duty time.
Care Support Workers (Level One) will progress to Level Two upon the satisfactory completion of their probationary period and the successful completion of the Level 3 Diploma qualification
8. to complete all mandatory training courses and to undertake further individual training, when necessary, as part of the school's overall CPD programme
9. to possess sound communication skills
10. to have been educated to at least GCSE standard or equivalent
11. to be competent in the use of ICT equipment
12. to comply with the Policies and Procedures of the Local Authority and the school
13. to undertake additional duties as the Senior Management may from time to time reasonably request

Desirable:

1. experience of working as part of a team
2. full driving licence

The school is committed to the Safeguarding and Protection of Children. We appoint staff in positions of trust and it is our duty under Safer Recruitment to ensure that they are fit to work with vulnerable young people. References and an Enhanced DBS, that are satisfactory to us, will be a condition of appointment