

## **BOWDEN HOUSE SCHOOL**

### **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>POST:</b>	Care Support Worker – Level Two
<b>HOURS:</b>	41 hours per week – term time only
<b>GRADE:</b>	Scale 4 Point 7-10
<b>Responsible to:</b>	Senior Houseparents; Head of Student Welfare and the Headteacher
<b>Responsibility for:</b>	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.

#### **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
- in collaboration with other members of the Care Team, organise and deliver 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
- with the Houseparents, contribute to care reports for the students' Annual Reviews; attend meetings, when necessary and support the student to express his views
- to work with students and other members of staff in developing, implementing and monitoring students' Individual Learning Plans
- to monitor the students' health and well-being 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
- 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 have an awareness of how social, emotional and mental health difficulties may affect young people

3. to have a knowledge or basic understanding of health care issues including signs and symptoms of substance mis-use and/or Child Protection
4. to maintain a non-judgmental approach to our students and their families
5. 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
6. to possess a Level 3 Health & Social Care qualification Diploma/NVQ in Working with Children & Young People
7. to have successfully completed the school's probationary period
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 work contracted hours on a shift basis including evenings; to be part of the escort rota including Sundays and to be available for sleep-ins, as required and as agreed with the Head of Student Welfare and the Headteacher
10. to assist with the transport/escort of students to a variety of locations and activities
11. to work effectively as part of a team
12. to possess sound communication skills
13. to have been educated to at least GCSE standard or equivalent
14. to possess competent skills in the use of ICT equipment
15. to comply with the Policies and Procedures of the Local Authority and the school
16. 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. experience of working with children in an education or care setting
3. experience of working with young people with Special Educational Needs and/or who have been disadvantaged by experiences in their lives
4. 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**

