

Care Support Worker Pack

Bowden House School

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<https://bowdenhouse.school>



Contents

Welcome from the Chair of Governors3

Job Advert4

About Us5

CSW Level 1 - Job Description and Personal Sepcification6-9

CSW Level 2 - Job Description and Personal Specification.....7-10

Welcome from the Chair of Governors

Thank you for your interest in the advertised post.

Bowden House School is a residential, special school maintained by the London Borough of Tower Hamlets. All students attend on a weekly, residential basis although there is the facility to admit students who live local to the school, to attend on a daily basis. All students have Statements of Special Educational Needs or EHC Plans aimed at addressing their Social, Emotional and Mental Health difficulties.

The Job Description and Person Specification fully outline the requirements of this post and we welcome applicants who are clearly able to demonstrate their knowledge and experience in a similar role. Ofsted Reports; Policies & Procedures together with details of the specialist staff supporting the work undertaken in this school are available on the school's web-site

www.bowdenhouse.towerhamlets.sch.uk

The school delivers a comprehensive Induction Programme and the successful candidate will be required to undertake a range of mandatory training courses. Where appropriate, external training will be made available as part of the postholder's Continued Professional Development.

To meet the needs of our students, the school aims to:-

- create a school community where students participate, excel and are proud of their achievements
- nurture and support all students to make consistent and positive progress in their educational and social development
- encourage the students, staff, parents/carers to work together as a team.

The Statement of Purpose included in this application pack, provides information on all aspects of the school.

We look forward to receiving your application.

Wendy Phillips

Wendy Phillips

Chair of Governors

CARE SUPPORT WORKER at BOWDEN HOUSE SCHOOL

Full time - 13 weeks holiday per year (school holidays), no weekend work.

Location - Approximately 8 miles from Eastbourne and 12 miles from Brighton

An amazing opportunity has risen in our Residential Team. If you are caring, kind and passionate and would like to join our established, friendly hard-working team please apply.

It is essential that successful applicants are flexible in their approach to work.

The Care Support Worker post is an ideal entry into a caring career as training is provided. All candidates will be required to sign up and complete a health & social care diploma, unless an equivalent qualification has been awarded. Please note evening shifts and sleep-in duties are required.

- For candidates who do not have a Diploma 3 in Caring for Children & Young People the salary is from £23,500 to £23,893.
- For candidates who have the Diploma 3 qualification the salary is from £24,294 to £25,545.

The Job Description and Person Specification fully outlines the requirements of this post.

To obtain an application pack for either post contact the school via telephone or email admin@bowdenhouse.towerhamlets.sch.uk

Closing date – 09 December 2023

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 the appointment.

We shall ensure fairness and equal opportunity throughout our workforce and in service delivery. We welcome applications from suitably skilled candidates regardless of ethnicity, gender, disability, sexuality, religion or age.

About Us

Bowden House School offers an effective, educational programme delivered in a safe, stable and supportive environment with an increased opportunity to improve school attendance; raise the attainment and achievement of its students and is committed to enabling each student to strive to reach their full potential. The Care Team work closely with the Education Team and contribute to the stability and learning aspirations of the students. This whole school approach ensures that students receive consistent, high-quality education and care; school placements have the potential to be long-term, where appropriate and the reputation of the school is enhanced by the quality and stability offered.

Bowden House School is maintained by the London Borough of Tower Hamlets and is situated in Seaford, East Sussex. The majority of our students are from Tower Hamlets with others from outer London Boroughs and a limited number of placements for day students who live local to the school. A limited number of Tower Hamlets students remain in our post-16 provision which includes college attendance and independence training.

The residential students attend on a weekly basis arriving in school on Monday morning returning home every Friday afternoon. There are occasions when days/times might vary due to INSET Days, beginning/end of terms and event days in school.

For a virtual tour of the school site, please visit:

<https://vivify.co/360/bhs/>

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 Residential Provision 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 Residential Provision

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 Residential Provision 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

BOWDEN HOUSE SCHOOL
JOB DESCRIPTION & PERSON SPECIFICATION

POST:	Care Support Worker – Level Two
HOURS:	41 hours per week – term time only
GRADE:	Scale 4 Point 7-10
Responsible to:	Senior Houseparents; Head of Residential Provision 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.

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 Residential Provision

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

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

