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Care & Support Worker (Adults)

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| **JOB TITLE**  Care and Support Worker (Adults) | | | **RESPONSIBLE TO:**  The Designated Deputy Home Care Manager (or equivalent) | |
| **LOCATION**  St Elizabeth’s, Perry Green, Herts SG10 6EW | | | **ACCOUNTABLE TO:**  The Designated Home Care Manager (or equivalent) | |
| **JOB PURPOSE**  As part of a team, you will be expected to encourage individual residents to achieve their potential and live life to the full. To support and, as required, assist residents in various aspects of their day to day life. These include: | | | | |
|  | **Leisure/Activities**  **Personal care**  **Management of finances** | | **Daily living**  **Emotional, spiritual and cultural needs**  **Health, safety and risk management** | |
| You may also be a ‘key worker’, taking a lead role relating to an individual resident’s person centred care plan.  All staff are expected to carry out their duties in line with the Mission and Ethos of St Elizabeth’s which promotes the independence and personal dignity of all residents.  All staff have a shared responsibility for **safeguarding** vulnerable individuals. As St Elizabeth’s School is on the same campus, this includes children as well as young people and adults at risk. | | | | |
|  | | Safeguarding **means** 'promoting welfare' **and** 'protecting from harm or abuse' | |  |
| *Note: Care and Support Workers may be allocated anywhere within St Elizabeth’s Adult Service and/or College at our main site based in Perry Green* | | | | |

# JOB ROLE

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| **Support during Leisure / Activities** |
| To accompany and assist individuals accessing the local community and attending their chosen day, and leisure activities in line with their personal care and support plan.  Some examples: *Shopping and leisure activities, Learning and work experience, Sports, eg horse-riding, swimming, Walks and other exercise,Visits to theatres, museums, cafés,Medical and other appointments, Interests, eg cookery, artwork, horticulture,Holidays and Day trips.* |
| **Daily Living Support** |
| To foster a homely and nurturing environment and promote daily routines providing structure and consistency for residents.  You will be expected to encourage and support Individual residents to take part in household tasks in line with abilities and risk assessments.  You will also be expected to assist with domestic duties to good standard:  Some examples: *Meal planning and preparation,Cleaning, tidying, laundry, ironing, Helping individuals to take care of their personal property and to keep their bedrooms clean,*  *tidy and comfortable*  To assist / carry out the preparation, cooking and ensure the safe storage of food, meeting the nutritional needs of the service users. |
| **Personal Care** |
| To provide care in accordance with assessed need set out in individuals’ person centred care plans.  This includes assisting with personal and intimate care as required for individual residents according to the dependency of the individual requiring support.  Some examples: *Dressing/undressing, Bathing, showering, drying, Skin/ hair/ nail/ foot care Toilet assistance and cleaning after, Dental hygiene, Eating/feeding and drinking*  To administer medication to individual residents (following training) in line with St Elizabeth’s medication policy. This can include emergency medication after an epileptic seizure.  To report any change in the needs of an individual resident to the senior staff member on duty promptly.  To attend hospital as required when residents are admitted, to ensure they are supported in their comfort, safety and wellbeing. |
| **Supporting Emotional, Spiritual and Cultural Wellbeing** |
| To be familiar with person centred plans and act in accordance with these, encouraging independence and choice.  To communicate effectively with residents and encourage residents to interact and engage in meaningful activities.  To be aware of cultural identity and any specific needs/wishes in relation to an individual’s culture, eg dietary preferences.  To assist individual residents to keep in touch with family and friends by a variety of methods eg phone calls and birthday cards.  To contribute to the prevention and management of challenging behaviours in a non-confrontational, non-judgemental manner, using a consistent approach and following behaviour management guidelines.  To be aware of individual residents’ spiritual needs and wishes, and support individuals to participate in activities they may choose to enact their spiritual wellbeing, eg faith services on and/or off site. Request pastoral support visits where applicable. |
| **Support with Managing Finances** |
| To assist individual residents to keep their personal money safe and to support residents with visits to the bank/building society, or do this on behalf of an individual if required.  To follow St Elizabeth’s financial procedures at all times, ensuring all money spent is properly accounted for through receipts, and co-operate with audits of residents’ finances. |
| **Health, Safety and Risk Management** |
| To work safely and in line with St Elizabeth’s health and safety policy, guidance and training, following risk assessments, at all times.  To report all incidents and near misses through St Elizabeth’s incident reporting system in a timely manner, and report any safety hazards/concerns to the line manager without delay.  To adhere to policy and procedures for infection control, personal hygiene, and food safety.  Use Personal Protective Equipment as provided.  To report any safeguarding concerns immediately using St Elizabeth’s procedure for reporting Safeguarding concerns. |
| **Other Expectations** |
| To provide cross cover to any bungalow at the request of the Duty manager/HCM  To maintain accurate, legible and complete records relating to individual residents including daily records.  To establish positive and professional working relationships with others, including residents,colleagues (both within the team and from other teams/services/professions) and external contacts, presenting a professional image of St Elizabeth’s to others at all times.  To fully participate in St Elizabeth’s staff appraisal and supervision processes.  To undertake all training deemed necessary for the role and keep all essential training up to date.  To contribute positively to the development, effectiveness and efficiency of the team.  To maintain confidentiality and comply with data protection policy and legislation.  To behave in accordance with St Elizabeth’s ethos, mission, and values, the Staff Code of Conduct, legal requirements and all of St Elizabeth’s policies and procedures at all times.  You will be expected to drive St Elizabeth’s vehicle if you are qualified to do so.  *This post is classed as having a high degree of contact with children and vulnerable adults, is exempt from the Rehabilitation of Offenders Act 1974 and is subject to an* ***enhanced*** *DBS disclosure.*  *The duties and responsibilities outlined above do not represent a full list of the tasks expected which are also subject to change from time to time. The postholder will be consulted before major changes to duties and responsibilities by the Home Care Manager and reasonable notice will be given in advance of such changes being implemented.* |

Child Care Worker

**JOB DESCRIPTION & PERSON SPECIFICATION**

***NOTE:*** *This job description does not form part of the employee’s contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes to this job description before implementation.*

**JOB TITLE:** Child Care Worker

**REPORTS TO:** Designated Deputy Childcare Manager

**LOCATION:** St Elizabeth’s School and Children’s Home

**JOB PURPOSE:** To support and, as required, assist children and young people in all aspects of their day to day life including their leisure time and their learning, taking into account their individual and often complex needs. To ensure that all administration in relation to that child or young person is carried out in accordance with St Elizabeth’s centres practices and procedures. To support pupils/students to make progress, develop independence skills and achieve their full potential in a caring and safe environment, underpinned by our mission statement and core values.

The post holder will assist the Deputy Childcare Managers and the Children’s Home Management Team in providing the varied residential services for children and young people. The post holder will strive to meet the needs of the children and young people in their care with respect for their individual rights and personal dignity.

**PRINCIPAL ACCOUNTABILITIES:**

The specific duties of the post will involve:

1. To provide the children and young people with an appropriate amount of support and guidance in relation to all aspects of personal care whilst promoting as much independence and adherence to personal hygiene routines as possible. This may include physically supporting during activities such as bathing, showering, dressing, undressing, using the toilet (including support during menstruation), hair care, dental care, nail care etc.

2. To support the young person to carry out daily living activities such as dressing appropriately, supporting them with their personal appearance, helping take care of personal belongings and use these accordingly, laundry and washing of clothes (subject to suitable ability of the young person and risk assessments). To work alongside parents and care workers to ensure that appropriate items are available for the young person in their home (clothing, toiletries, products and accessories) and that clothes are washed and labelled. To work with the wider team to ensure care practice is of a high standard in accordance with all school policies.

3. To carry out the cleaning and upkeep of the residential houses and their contents. To undertake general domestic household tasks including care of furnishings and equipment. To prepare meals involving risk assessed individuals in menu planning, cooking and food hygiene awareness ensuring food shopping is within budget and accurately recorded.

4. To support all day/evening social, learning and sporting activities. Act as part of a wider team that provides appropriate experiences throughout the day such as:

* Support a quality Independent Living Skills programme by ensuring assessments and progress reports are complete, accurate and thorough in order to gain accreditation for the child/young person’s efforts.
* Develop and organise leisure activities both on site (purposeful play and occupational pastimes out of school hours) or escort children and young people off site to pursue their leisure activity and show enthusiasm and join in with their activity.
* Support the young person to carry out activities related to the academic curriculum (out of school hours).
* Encourage peer interaction and engagement and role model good behaviour.
* Support the young person to keep their money safe and accurately account for expenditure by keeping records and receipts. .

5. To accurately, legibly and confidentially record and document information relating to a child or young persons care and development in a timely way such as individual care plans, learning plans, risk assessments, integrated behaviour support plans and independent living skills assessments throughout the day.

6. To be familiar with and act in accordance with all plans and risk assessments in relation to a child or young person and provide support for their emotional and physical well-being including acting as a key worker for allocated individuals and contributing to their annual review report. Work with the St Elizabeth’s psychology team to support and empower young people to manage their behaviour presentations and promote safe behaviours. Hold emergency bleep radio as and when required and support the Duty Manager to respond to incidents.

7. To contribute to the prevention and management of challenging behaviours in a non-confrontational, non- judgemental manner, using a consistent approach and following integrated behaviour management support plans. Take an active part in team reflective debriefs and have an honest, transparent discussion regarding any incidents that are observed to take place.

8. To support and respect the young persons spiritual, moral, social and cultural wishes, encouraging appropriate contact with family and friends by email, letter, postcard, telephone or Skype. To have an awareness of the whole person and consider their wishes by helping them to celebrate special religious festivals, charity events, family birthdays, mothers and fathers day etc.

9. To ensure the safety and well being of children and young people at all times by working in accordance with all H&S policies, guidance and procedures ensuring they are adhered and reporting any concerns or breaches without delay. With training to be aware of safeguarding issues and work within procedures such as our internal policies and Hertfordshire Safeguarding Children Board procedures. To assist with the administration of prescribed medication by following procedures set out in school policy (if trained to act up as Deputy Childcare Manager). To report any incidents and accidents in an accurate and timely manner.

10. To communicate and work with all other team members, family members, carers and other St Elizabeth teams and departments and recognised external agencies to ensure the needs of the children and young people are met and that their best interests are considered at all times.

11.To carry out any other duties from time to time as requested by your line manager within the scope of this job description.

**CONTEXT:**

The post is classed as having a high degree of contact with children and/or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. It is therefore subject to an enhanced DBS disclosure.

The Childcare Worker will work as part of a team in delivering Care and Learning Experiences that meet and / or exceed the National Minimum Standards for Children’s Homes and the Children’s Homes Regulations 2001 as amended 2014.

Some individual children may display aggressive or disruptive behaviour at times (either to themselves and/or others, including staff) as a result of their complex needs and diagnosis. Risk assessments, training and support are provided as applicable.

The post holder will be expected to behave in accordance with St Elizabeth’s values, the Staff Code of Conduct, statutory requirements and all of St Elizabeth’s policies at all times. Participate in staff appraisal and supervision process and undertake all training deemed necessary for the role and keep essential training up to date. This includes but is not limited to, MAPA “positive handling” strategies training which includes physical interventions which require a level of physical health.

All staff are expected to carry out their duties in line with the Mission and Ethos of St Elizabeth’s which promotes the independence and personal dignity of all young people.

All staff have a shared responsibility for **safeguarding\*** children and young people. As St Elizabeth’s Home and College are on the same campus, this includes vulnerable adults as well as young people

\*Safeguarding means **promoting welfare** and **protecting from harm or abuse**.

The post holder will be expected to work shifts including evening and weekend work.

All colleagues at St Elizabeth’s are expected to work towards an outstanding service for children and young people.

**DIMENSIONS:**

We support pupils from 5-19 years old, with complex learning disabilities and who may experience additional needs such as Autistic Spectrum Disorder or other physical, communication or behavioural needs.

Our epilepsy school is a 52 week\* non-maintained residential special school, with a specialism in supporting pupils with epilepsy and other neurological health conditions.

\*To be able to offer a service for up to 52 weeks a year, we are registered as a Children’s Home

Residential Learning Support Assistant (School)

**LOCATION St Elizabeth’s School and Children’s Home**

**RESPONSIBLE TO: Designated Deputy Childcare Manager/Class**

**Teacher**

**ACCOUNTABLE TO: Childcare Manager/Head of School**

St Elizabeth’s Centre includes a Residential Special School and Children’s Home providing care and education for children and students with moderate to severe learning disabilities and associated complex needs. We offer a specialism in Epilepsy. St Elizabeth’s School and Children’s Home provides learning opportunities throughout the waking day.

The post holder will be expected to behave in accordance with St Elizabeth’s values, the Staff Code of Conduct, legal requirements and all of St Elizabeth’s policies at all times.

All staff are expected to carry out their duties in line with the Mission and Ethos of St Elizabeth’s which promotes the independence and personal dignity of all young people.

All staff have a shared responsibility for **safeguarding** children and young people. As St Elizabeth’s Home and College are on the same campus, this includes vulnerable adults as well as young people

Safeguarding **means** promoting welfare **and** protecting from harm or abuse.

*Note: RLSAs will normally be based in the School and Children’s Home but may be occasionally allocated anywhere within St Elizabeth’s Centre, at the request of the Registered Manager or member of CMT, at our main site based in Perry Green*

## Scope of the Job

To work towards an outstanding service for children and young people.

The role of Residential Learning Support Assistant is to support and, as required, assist children and young people in all aspects of their day to day life, leisure and learning. This will include:

* Personal care
* Working in a classroom supporting all areas of the curriculum
* Day / Evening social, learning and sporting activities
* Emotional wellbeing and Physical Well being
* Spiritual / Cultural needs
* Administration Tasks
* Health, Safety and Risk Management
* Supporting with Aspects of the Curriculum
* Support learning at all times

The post holder will assist the Deputy Childcare Managers and Class Teacher in providing the varied residential and educational services for children and young people. The post holder will strive to meet the needs of the children and young people with respect for their individual rights and personal dignity.

As part of a team, the Residential Learning Support Assistant will contribute towards creating a safe, caring, consistent and youthful environment in which growth and independence are encouraged and nurtured. The Residential Learning Support Assistant will encourage individuals to achieve their full potential and live life to the full.

The post holder will develop an understanding of good practice principles and values such as confidentiality, anti-discriminatory practice and the rights of individuals to personal beliefs, identity and choice. These values should be reflected in everyday work practices and encouraged in colleagues.

The Residential Learning Support Assistant is responsible to the Deputy Childcare Manager but reports to the Class Teacher when in School and must keep these people informed about any relevant issues arising concerning the children, young people and staff.

The Residential Learning Support Assistant is to be familiar with and adhere to St. Elizabeth’s School, Children’s Home and Centre policies and procedures.

The Residential Learning Support Assistant will work as part of a team in delivering Care and Learning Experiences that meet and / or exceed the National Minimum Standards for the Children’s Homes Regulations 2001 as amended 2014 and National Occupational Standards for Supporting Teaching and Learning.

The post holder will be aware of legislation and processes for children and young people who are “Looked After” and ensure that all necessary support and documentation is in place.

The post holder may also be a “key worker” taking a lead role in relation to an individuals care plan and must report any change in the needs of the child promptly to the senior staff on duty.

This post requires the post holder to be able to work a shift pattern that includes evening and weekend hours.

**KEY ASPECTS OF THE JOB**

**Personal Care and Daily Living Activities**

1. To provide the children and young people with an appropriate amount of support and guidance in relation to all aspects of personal care and daily living skills whilst promoting as much independence as possible. This may include physically supporting during activities such as bathing, showering, dressing, undressing, using the toilet, hair care, dental care, nail care etc.
2. Support with visits to the hairdressers, barbers, beauticians as appropriate.
3. Staff may need to assist with personal hygiene at times of menstruation.
4. To monitor children and young people’s dress and appearance, ensuring that staff follow care plan in assisting individuals to choose clothes that are appropriate for the weather and activity.
5. To work alongside families / carers and social workers to ensure that appropriate clothing, toiletries, products and accessories are available.
6. To ensure clothes are labelled and washed appropriately, encouraging the young person to be as independent as possible.
7. To contribute towards the upkeep, cleaning and maintenance of the residential houses and their contents. This incorporates general domestic tasks and care of furnishings and equipment.
8. To ensure that children’s personal belongings are recorded on an accurate inventory and every effort is made to keep belongings safe and in good condition. To assist young people to take care of personal belongings such as mobile phones, I Pads, I Pods, DVD players etc.
9. Promote young people to take part in household tasks suitable to ability and risk assessments.
10. To prepare meals for the residential house, including children and young people in menu planning and cooking when appropriate.

**Working in the Classroom**

1. Work as directed with one or more groups of pupils / students in accordance with the needs of the school.
2. Create and maintain a purposeful, orderly and supportive environment
3. Work with the teacher on lesson planning, evaluating and adjusting lesson / work plans as appropriate.
4. Be responsible for keeping and updating records as agreed with the teacher.
5. Undertake the structured and agreed learning activities and programmes linked to local / national strategies as required.
6. Assist with the development and implementation of individual education/behaviour plans and personal care programmes.
7. Monitor health needs and provide support when needed, eg. (epilepsy). Call nurse when required.
8. Support with any personal care that may be required.
9. Supervise and support pupils ensuring their safety and access to learning activities.
10. Supervise pupils on visits, trips and out of school activities.
11. Promote good pupil/student behaviour, dealing promptly with conflict and incidents in line with Policy (including Team Teach) and encourage pupil/student to take responsibility for their own behaviour.
12. Be aware of and promote difference and ensure all pupils and students have equal access to learn and develop. Promote inclusion and acceptance of all pupils within the classrooms.
13. Support students consistently whilst recognising and responding to individual needs.
14. Support use of ICT in learning activities.
15. Promote independence and employ strategies to recognise and reward achievement of self reliance.
16. Establish constructive relationships with pupils and interact according to individual needs encouraging pupils to interact with others and engage in activities lead by the teacher.
17. Support students to achieve learning goals.
18. Record achievement and progress as directed and provide feedback to teachers and under guidance, feedback to pupils/students on progress.
19. Provide support for students at times of distress.
20. Determine need for, prepare and use equipment/resources required to meet lesson plans/learning activities and assist pupils/students in their use.
21. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
22. Administer routine tests under the direction of the class teacher.

**Day / Evening Social, Learning and Sporting activities (includes supporting aspects of the curriculum).**

1. To accept delegated responsibility for the safety of the children and young people whilst being accompanied off site.
2. To provide appropriate learning experiences throughout the waking day. To be part of a team that delivers a quality Independent Living Skills programme to children and young people and ensuring that assessments and progress reports are complete, accurate and thorough. As part of this, support children and young people to gain accreditation for their achievements.
3. To develop, organise and facilitate leisure activities that are appropriate to individual interests and abilities. To use initiative in providing purposeful play and occupational pastimes during out of school hours.
4. To support young people to access the academic curriculum during the school day as required. This may include attending lessons both on and off site.
5. To contribute towards the development of appropriate Individual Care Plans and Learning Plans, Risk Assessments, Integrated Behaviour Support Plans, Independent Living Skils Assessments and ensure that these are implemented throughout the waking day
6. Encourage peer interactions and engagement in meaningful activities.
7. To show enthusiasm when attending leisure and sporting clubs with the young people and join in the activities alongside them.
8. To act as a positive role model to young people with particular regards to social interactions.

**Emotional Support and Physical Well Being**

1. To be familiar and act in accordance with individual care plans, health plans, learning plans, therapy plans, risk assessments, behaviour support plans to provide each young person within a holistic model of support.
2. To act as a Key Worker and Independent Support Worker for allocated children and young people. To gather information for Annual Review reports as part of these roles.
3. To accompany the children and young people to GP, Dentist, Optician, Therapy, Hospital and other appointments.
4. To work alongside St Elizabeth’s psychology team in supporting and empowering young people to manage their behaviour presentations and promote safe behaviours.
5. To contribute to the prevention and management of challenging behaviours in a non-confrontational, non-judgemental manner, using a consistent approach and following integrated behaviour management support plans.
6. To provide a response when extra staff are needed to support children and young people. Staff would be expected to hold a bleep radio on some shifts and support the duty manager to respond to emergencies or a breakdown in a young person’s behaviour.
7. To take an active part in reflective debriefs allowing an honest transparent discussion regarding a variety of incidents.
8. Report any concerns to line manager immediately.
9. Assist children and young people to maintain contact with family and friends by a variety of methods: email, letter, postcard, telephone, Skype etc.
10. Ensure special days are remembered and marked by appropriate actions e.g. family birthdays, Mothers/Fathers day.

**Spiritual, Moral, Social and Cultural Needs**

1. Ensure awareness of an individual’s spiritual needs and wishes.
2. Support individuals to participate in a range of activities to develop spiritually, morally, socially and culturally, eg charity events, special assemblies, celebratory days, faith services, active citizenship etc.
3. Be aware of cultural identity and any specific needs/wishes in relation to an individual’s culture, eg food preferences.
4. Encourage individuals to talk about and share with others their personal wishes in relation to their spiritual and cultural needs/wishes.
5. Request pastoral support visits where necessary.

**Administration/Miscellaneous Tasks**

1. To accept responsibility for the delegated day-to-day administrative/operational tasks within the Residential House and Classroom or the wider School/Children’s service as reasonably required. To undertake associated record keeping as necessary including:

Individual Diary Sheets and Message Books

Individual Learning Plans

Progress Monitoring

Lesson Engagament

Individual Care Plans

Independent living skills documentation

Seizure descriptions and other medical considerations

Individual Programmes

Children’s clothes and personal belongings

Activity records

Communication with families / carers

Incident and Accident Records

Reveal Incident Reporting

Monthly and Annual Reviews

1. Assist children and young people to keep their personal money safe. Ensure that monies spent can be accounted for by records and receipts.
2. To maintain accurate, legible and complete records relating to individual young people including daily records.
3. Assist with the Residential House food shopping and planning, involving young people to the best of their ability. Ensure that expenditure is within budget, recorded accurately and receipts are available.
4. As part of a team, to ensure that Care Plans are up to date, appropriate and meets the individual’s needs. To ensure that care practice is of a high standard in accordance with all school policies.

**Health, Safety and Risk Management**

1. To be familiar with the Health and Safety and Risk Assessment policies and procedures and ensure that they are adhered to.
2. To ensure the safety and wellbeing of children and young people. To be fully aware of Safeguarding issues and procedures and enact them when necessary in line with School policy and Hertfordshire Safeguarding Children Board procedures. .
3. To assist senior staff in administering prescribed medication and to administer medication if required, always within procedures set out in school policy and with appropriate training.
4. To ensure that all Reveal Incident reports, Accident / Injury reports are completed in an accurate and timely manner.
5. To report any concerns re. Health and Safety to the Line Manager.
6. The post holder is expected to take responsibility for managing their own health and safety compliance and cooperate with actions to achieve safe working practices.

**Working Together**

1. To liaise and work together with other team members, the multi-disciplinary team (nurses, teachers and therapists) and external agencies when appropriate to ensure that all needs of children and young people are met.
2. To attend and participate in residential house meetings and class team meetings, when on rota, ensuring the time allocated is used to its fullest advantage. To ensure actions which are agreed are recorded in the minutes and adhered to
3. To communicate with families and carers as appropriate regarding the welfare of their child. Forge positive working relationships with families. Encourage and facilitate children and young people to keep in contact with their family and friends through a variety of means.
4. When directed, to take responsibility for mentoring and supervising a volunteer.
5. To contribute positively to the effectiveness and efficiency of the wider service provided in the School and Children’s Home as may reasonably be required.
6. To establish positive and professional working relationships with others, including young people, colleagues (both within the tem and from other teams/services/ professions) and external contacts, presenting a professional image of St Elizabeth’s to others at all times.

**General**

The post holder will be expected to work flexibly in order to meet the needs of the service, such as is commensurate with the grade.

The post is classed as having a high degree of contact with children and/or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. It is therefore subject to an **enhanced DBS disclosure.** .

The post holder will be expected to work shifts including evening and weekend work.

The post holder is expected to participate fully in the organisation’s performance review, personal development planning and supervision processes. In doing so, to demonstrate achievements against standards of personal; and professional development within the agreed timescale.

The post holder will be expected to participate in training relevant to the client group including: mandatory training; communicating and interacting with young people who use a variety of communication methods other than the spoken word; OCR Diploma Level 3; Level 3 Learning Support or other training or development programmes which will broaden / enhance skills to the benefit of the children, staff and organisation. This includes Team Teach ‘positive handling’ strategies training which includes physical interventions which require a level of physical health.

The appointment is subject to completing a declaration of health, which may lead to a full medical examination upon request.

To maintain confidentiality and comply with data protection policy and legislation.

The post holder will be expected to drive St Elizabeth’s vehicle if you are qualified to do so.

The duties and responsibilities outlined above do not represent a full list of the tasks the post holder will be expected to perform. Also it is recognised that the duties of all posts are subject to change from time to time. Alterations to duties and responsibilities and performance of similar tasks within the scope of and at the same level will be expected. The post holder will be consulted by the Head of School and/or Registered Childcare Manager before major changes to duties and responsibilities. Reasonable notice will be given before such changes are implemented.

Residential Learning Support Assistant (College)

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| **JOB TITLE** **Residential Learning Support Assistant (RLSA)** | | | **RESPONSIBLE TO:**  College Care Manager | |
| **LOCATION**  St Elizabeth’s, Perry Green, Herts SG10 6EW | | | **ACCOUNTABLE TO:**  Registered Manager | |
| St Elizabeth’s College provides an Independence Programme for 18 – 25 year old learners (students).  **JOB PURPOSE**  As part of a team, you will be expected to encourage individual learners to achieve their personal and learning and development goals and achieve their potential and live life to the full. To support and, as required, assist learners in various aspects of their day to day life, including: | | | | |
|  | **College Curriculum**  **Leisure/Activities**  **Health, safety and risk management** | | **Daily living and Personal care**  **Emotional, spiritual and cultural needs**  **Management of finances** | |
| You may also be a ‘key worker’, taking a lead role relating to an individual learner’s person centred care plan.  You will work as part of a team in delivering Care and Learning Experiences that meet and / or exceed the National Minimum Standards for CQC and Ofsted.  The role involves a shift pattern that includes some evening and weekend hours.  All staff are expected to carry out their duties in line with the Mission and Ethos of St Elizabeth’s which promotes the independence and personal dignity of all learners.  All staff have a shared responsibility for **safeguarding** vulnerable individuals. As St Elizabeth’s School is on the same campus, this includes children as well as young people and adults at risk. | | | | |
|  | | Safeguarding **means** 'promoting welfare' **and** 'protecting from harm or abuse' | |  |
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# JOB ROLE

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| **Support within the College Curriculum** |
| Work as directed with one or more groups of learners in accordance with the needs of the college and individuals  Create and maintain a purposeful, orderly and supportive environment  Work with the lecturer on lesson planning, evaluating and adjusting lesson / work plans as appropriate.  Be responsible for keeping and updating records as agreed with the lecturer.  Undertake the structured and agreed learning activities and programmes linked to local / national strategies as required.  Assist with the development and implementation of individual education/behaviour plans and personal care programmes.  Supervise and support learners ensuring their safety and access to learning activities.  Be aware of and promote difference and ensure all learners have equal access to learn and develop. Promote inclusion and acceptance of all pupils within the classrooms.  Support learners consistently whilst recognising and responding to individual needs.  Support use of ICT in learning activities.  Promote independence and employ strategies to recognise and reward achievement of self reliance.  Establish constructive relationships with learners and interact according to individual needs encouraging learners to interact with others and engage in activities lead by the lecturer.  Support learners to achieve learning goals.  Record achievement and progress as directed and provide feedback to lecturers and under guidance, feedback to learners on progress.  Provide support for learners at times of distress.  Determine need for, prepare and use equipment/resources required to meet lesson plans/learning activities and assist learners in their use.  Encourage learners to interact and work co-operatively with others and engage all learners in activities. |
| **Support during Leisure / Activities** |
| To accompany and assist learners when accessing the local community and attending their chosen leisure activities in line with their personal care and support plan.  Some examples:  *Learning and work experience; Shopping, sports and other interests, eg gym, swimming, walks, football, music, cinema, cafes; Medical and other appointments .* |
| **Daily Living Support** |
| To foster a homely and nurturing environment and promote daily routines providing structure  and consistency for learners. You will be expected to encourage and support Individual learners  to take part in household tasks in line with abilities and risk assessments. You will also be  expected to assist with domestic duties to good standard:  Some examples:  *Meal planning and preparation Cleaning, tidying, laundry, ironing*  *Helping individuals to take care of their personal property and to keep their bedrooms clean,*  *tidy and comfortable*  **To assist / Carry out the preparation, cooking and ensure the safe storage of food, meeting the nutritional needs of the service users.** |
| **Personal Care** |
| To provide care in accordance with assessed need set out in individuals’ person centred care  plans. This includes assisting with personal and intimate care as required for individual  learners according to the dependency of the individual requiring support.  Some examples:  *Dressing/undressing Bathing, showering, drying Skin/ hair/ nail/ foot care*  *Toilet assistance and cleaning afterwards Dental hygiene Eating/feeding and drinking*  To administer medication to individual learners (following training) in line with St Elizabeth’s medication policy. This can include emergency medication after an epileptic seizure.  To report any change in the needs of an individual learners to the senior staff member on duty promptly.  To attend hospital as required if/when learners are admitted, to ensure they are supported in their comfort, safety and wellbeing. |
| **Supporting Emotional, Spiritual and Cultural Wellbeing** |
| To be familiar with person centred plans and act in accordance with these, encouraging independence and choice.  To communicate effectively with learners and encourage learners to interact and engage in meaningful activities.  To be aware of cultural identity and any specific needs/wishes in relation to an individual’s culture, eg dietary preferences.  To assist individual learners to keep in touch with family and friends by a variety of methods eg phone calls, electronic communication and birthday cards.  To contribute to the prevention and management of challenging behaviours in a non-confrontational, non-judgemental manner, using a consistent approach and following behaviour management guidelines.  To be aware of individual learners’ spiritual needs and wishes, and support individuals to participate in activities they may choose to enact their spiritual wellbeing, eg faith services on and/or off site. Request pastoral support visits where applicable. |
| **Support with Managing Finances** |
| To assist individual learners to keep their personal money safe and to support learners with visits to the bank/building society, or do this on behalf of an individual if required.  To follow St Elizabeth’s financial procedures at all times, ensuring all money spent is properly accounted for through receipts, and co-operate with audits of learners’ finances. |
| **Health, Safety and Risk Management** |
| To work safely and in line with St Elizabeth’s health and safety policy, guidance and training, following risk assessments, at all times.  To report all incidents and near misses through St Elizabeth’s incident reporting system in a timely manner, and report any safety hazards/concerns to the line manager without delay.  To adhere to policy and procedures for infection control, personal hygiene and food safety and use Personal Protective Equipment, as provided.  To report any safeguarding concerns immediately using St Elizabeth’s procedure for reporting Safeguarding concerns. |
| **Other Expectations** |
| To provide learning experiences throughout the waking day appropriate to Individual Learning Plans and targets. To ensure that assessments and progress records are complete, accurate and thorough.  To be part of a team that delivers a quality Independent Living and learning curriculum to students whilst ensuring that assessments and progress reports are complete, accurate and thorough.  To support young people to access the college curriculum during the college day as required. This may include attending sessions both on and off site.  To contribute towards the development of appropriate Individual Care Plans and Learning Plans, Risk Assessments, Positive Behaviour Plans, Independent Living Skills Assessments and ensure that these are implemented throughout the waking day  To act as a positive role model to young adults people with particular regards to social interactions.  To maintain accurate, legible and complete records relating to individual learners including daily records.  To establish positive and professional working relationships with others, including learners,  colleagues (both within the team and from other teams/services/professions) and external  contacts, presenting a professional image of St Elizabeth’s to others at all times.  To fully participate in St Elizabeth’s staff appraisal and supervision processes.  To undertake all training deemed necessary for the role and keep all essential training up to date.  To contribute positively to the development, effectiveness and efficiency of the team.  To maintain confidentiality and comply with data protection policy and legislation.  To behave in accordance with St Elizabeth’s ethos, mission, and values, the Staff Code of Conduct, legal requirements and all of St Elizabeth’s policies and procedures at all times.  You will be expected to drive St Elizabeth’s vehicle if you are qualified to do so.  *This post is classed as having a high degree of contact with children and vulnerable adults, is exempt from the Rehabilitation of Offenders Act 1974 and is subject to an* ***enhanced*** *DBS disclosure.*  *The duties and responsibilities outlined above do not represent a full list of the tasks expected which are also subject to change from time to time. The postholder will be consulted before major changes to duties and responsibilities by the Registered Manager and reasonable notice will be given in advance of such changes being implemented.* |

Night Care Assistant

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| **JOB TITLE**  Night Care Assistant (Adults) | | **RESPONSIBLE TO:**  Night Care Manager | |
| **LOCATION**  St Elizabeth’s, Perry Green, Herts SG10 6EW | | **ACCOUNTABLE TO:**  Assistant Director of care | |
| **JOB PURPOSE**  The post holder will work with colleagues, service users and significant others in supporting residents with all aspects of daily living, promoting personal dignity, independence and choice.  The post holder will assist provide assistance to the residents both within the nursing unit and within their home unit as appropriate.  The post holder is expected to work in a flexible and co operative way to ensure a cohesive team. | | | |
| All staff are expected to carry out their duties in line with the Mission and Ethos of St Elizabeth’s which promotes the independence and personal dignity of all residents.  All staff have a shared responsibility for **safeguarding** vulnerable individuals. As St Elizabeth’s School is on the same campus, this includes children as well as young people and adults at risk. | | | |
|  | Safeguarding **means** 'promoting welfare' **and** 'protecting from harm or abuse' | |  |
| *Note: Night Care Assistants may be allocated anywhere within St Elizabeth’s Adult Service and/or College at our main site based in Perry Green* | | | |

**JOB ROLE**

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| **Communication and Relationships** |
| Ensure information is communicated to and from residents and staff in an appropriate format (verbal/ written)  Overcome barriers to understanding by using alternative communication as appropriate  Document accurately all care given  Contribute to care planning and evaluation of care with the members of the multi disciplinary team*.* |
| **Responsibility for client care** |
| Provide direct care , including personal care, as required to residents  Respond to seizures in an appropriate manner and ensure documentation of all witnessed seizures  Carry out care as per assessment plan and contribute to evaluation of care for residents in conjunction with the day care team  Carry out duties that support the holistic care of the resident including light household duties  Attend hospital when clients are admitted, this may be for part of or an entire shift, to ensure their comfort, safety and well being is maintained during their stay. |
| **Responsibility for service development** |
| Undertake job role in accordance with St Elizabeth’s policies and procedures |
| **Responsibility for human resources** |
| Demonstrate own duties to new / temporary staff as required to ensure continuity of care  Contribute to provision of in-house training including NVQ as appropriate |
| **Communication and relationships** |
| Follow individual care plans  Ensure changes to health or care needs are communicated to the duty nurse  Ensure documentation of care provided, using information technology as appropriate  Ensure documentation of communication with outside agencies/ relatives and ensure information is passed to the relevant team members  Actively provide support for other staff  Promote good working relationships between departments  Act in a professional way at all times |
| **Health and Safety** |
| Be familiar with Health and Safety regulations, policies and procedures and ensure they are adhered to within your area of responsibility  In carrying out these duties the employee is required to take responsible care to avoid injury or accident, which may be caused by work  Duties must be performed in accordance with St Elizabeth’s Centre’s Health and Safety Policy, which is designed to secure safety in working practices in line with current legislation. |
| **Knowledge & Training** |
| Undertake mandatory training on an annual basis  Attend supervision sessions as agreed with line manager  Undertake additional training appropriate to role as agreed in supervision/ appraisal  Provide additional training / support to fellow carers in agreement with line manager |
| **Other Duties** |
| Carry out any other duties commensurate with grade as requested.  The duties and responsibilities outlined above do not represent a full list of the tasks the postholder will be expected to perform. Also it is recognised that the duties of all the posts are subject to change from time to time. Alterations to duties and responsibilities and performance of similar tasks within the scope of and at the same level will be expected. The postholder will be consulted before major changes to duties and responsibilities by the Assistant Director of Care. Reasonable notice will be given before such changes are implemented.  *This post is classed as having a high degree of contact with children and vulnerable adults, is exempt from the Rehabilitation of Offenders Act 1974 and is subject to an* ***enhanced*** *DBS disclosure.* |