ST. ELIZABETH’S CENTRE

# JOB TITLE Childcare Worker (including Float Childcare Worker)

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

**RESPONSIBLE TO Designated Deputy Childcare Manager**

**ACCOUNTABLE TO Childcare Manager**

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| **Background**  Our epilepsy school is a 52 week\* non-maintained residential special school, with a specialism in supporting pupils with epilepsy and other neurological and health conditions.  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.  \*To be able to offer a service for up to 52 weeks a year, we are registered as a Children’s Home  Our Childcare Workers have an important role 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 pupils/student group typically have a wide range of abilities and needs.  Please note: 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. |

## **Scope of the Job**

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

**The role of Childcare Worker 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**
* **Day / Evening social, learning, leisure and sporting activities**
* **Emotional; wellbeing and Physical Well being**
* **Emotional, 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 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.**

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

The post holder will develop an understanding of good care 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 Childcare Worker is responsible to the Deputy Childcare Managers and must keep these people informed about any relevant issues arising concerning the children, young people and staff on their House.

The Childcare Worker is to be familiar with and adhere to St Elizabeth’s School/Children’s Home and Centre policies and procedures.

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.

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.

**Expectations of all staff**

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.

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**.

**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 etc 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, whilst 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.

**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 Skills 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.
9. To assist / carry out the preparation, cooking and ensure the safe storage of food, meeting the nutritional needs of the young person.

**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 and / or admissions.
4. To work alongside the 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 applicable.

**Administration/Miscellaneous Tasks**

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

Individual Diary Sheets and Message Books

Independent Living Skills Documentation

Individual Care Plans

Seizure descriptions and other medical considerations

Integrated Behaviour Support Plans

Children’s clothes and personal belongings

Activity records

Communication with families / carers

Incident and Accident Records

Reveal Incident Reporting

Monthly and Annual Reviews

1. To maintain accurate, legible and complete records relating to individual young people including daily records.
2. Assist children and young people to keep their personal money safe. Ensure that monies spent can be accounted for by records and receipts etc as may be required.
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 St Elizabeth’s Health and Safety and Risk Assessment policies and procedures guidance and training 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 policy and Hertfordshire Safeguarding Children Board procedures. .
3. To assist senior staff in administering prescribed medication and to administer medication if required (eg if trained to act up as Deputy Childcare Manager), always within procedures set out in school policy and with appropriate training.
4. To ensure that all Incident reports, Accident/Incident/Injury reports are completed in an accurate and timely manner.
5. To report any concerns re. Health and Safety to the Line Manager without delay.
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.
7. To adhere to policy and procedures for infection control, personal hygiene and food safety and Use Personal Protective Equipment as provided.

**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, 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 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.

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. This includes MAPA ‘positive handling’ strategies training which includes physical interventions which require a level of physical health.

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

The duties and responsibilities outlined above do not represent a full list of the tasks the post holder will be expected to perform. 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 CEO and/or the Registered Childcare Manager before major changes to duties and responsibilities. Reasonable notice will be given before such changes are implemented.

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.

*Note: A “****Float Childcare Worker****” may be deployed flexibly as and where required within the needs of the service to undertake tasks the same as or commensurate with those described in this job description, but to include being able to act up as a Deputy Childcare Manager and/or regularly be deployed in different Houses and doing sleep-ins. Any reference in this Job Description to Childcare Workers is to be interpreted as applying equally to Float Childcare Workers. Childcare Workers 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.*

**I have read and understood the job description and person specification for the role of Childcare Worker (Children).**

Sign: ................................. Print Name: ......................................... Date: .........................