**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Post Title** | Senior Support Worker (Qualified) |
| **Responsible to** | Team Leader/Deputy Manager/Registered Manager |
| **Place of Work** | Robins Residential and Short Breaks Service, Dartington |
| **Responsible for** | Support Staff |
| **Hours** | Full Time (40 hours per week) or Part Time (hours to be agreed) |
| **Grade** | S7 – S9 (£10.86 - £11.20 per hour) plus a night premium of £2.15 per hour where applicable |
| **Main Purpose of Job** |
| * To work individually with children and young people and as part of a wider team to deliver the very best short breaks and residential services for children and young people with learning disabilities and/or complex needs
* To provide safe, high quality and effective child-centred and needs-led support and care to enable children and young people to achieve their goals, targets and aspirations as in line with their care plan, placing authority requirements and individual agreed targets and outcomes
* To deputise for Team leaders as and when required
* Ensuring a ‘Children First’ culture and being ambitious for those we serve alongside evidencing best practice at all times underpins Robin’s values, service design and delivery and expectations of all who work at Robins
 |
| **Responsibilities** |
| * To support the effective management of the service according to the Statement of Purpose; Children’s Registered Homes Regulations, Ofsted and other statutory frameworks with an aspiration and drive to exceed these standards and achieve an outstanding service provision

 * To support shifts and ensure safe, effective and best staff deployment and matching of staff to meet the children and young people’s needs and aspirations in line with care plans and local authority placing statutory and contract requirements
* To effectively support the team through good role modelling, coaching, mentoring, visibility, communication, team meetings, supervision, de-brief and appraisal.
* To encourage your team’s professional development in line with our workforce development plan, building on strengths and supporting weaknesses.

 * To ensure that the children and Young People are effectively safeguarded and ensure staff adhere to best safeguarding practice at all times including medication policy; required incident and accident recording practices and daily care recording requirements in line with Lifeworks policy and practice
* To support the Team Leader in the dispense, administering and signing in and out medication as required and per the organisations policy.
* To support the Team Leader and Management in ensuring that the home is covered adequately by staff by assisting in the management of the rota.

 * To ensure the very best quality of care and support is delivered and a range of aspirational learning and social activities and opportunities are provided for children at all times when leading and managing care shifts in accordance with regulations, best practice guidance and Lifeworks policy and procedures
* Ensure effective handover, including handover of medication takes place and staff complete all records and reporting requirements in time and in line with lifeworks policy and procedures
* To key work individual children and/or young people ensuring care planning, progress and review practices adhere to the placing authority contract; service level agreements and legislative requirements such as regular social work updates and attendance at young people’s reviews and multi-agency meetings.
* To write and review care plans, outcomes and risk assessments, chairing team around the child meetings to bring plans to life and ensure support staff are able to understand and achieve the desired needs of the young person.

 * Through multi-agency working ensure there are agreed children-centred care and support short breaks and /or residential (placement) care plans are in place with measurable and achievable targets and outcomes

 * Attend and prepare for Key children/Young people statutory reviews and represent Lifeworks with external agencies in the highest professional positive regard at all times

 * Liaise with children’s parents/carers to inform their child’s care plan and review and ensure excellent professional parental engagement at all times

 * Assist the management when required in staff recruitment, selection and induction

 * Support the management in ensuring staff complete mandatory and other agreed CPD learning opportunities and deliver training as appropriate
* To be flexible in work hours to meet business needs as required
* Undertake training as necessary to remain compliant with all mandatory training requirements ensuring your continuous professional development and training supports best practice in the role and meets appraisal objectives.
* Ability to work effectively within a team to achieve the desired objectives
* To work in accordance with all Lifeworks policies and procedures, incorporating anti- discriminatory practice in all aspects of work and daily practices
* To actively promote the ethos of the centre and Lifeworks in general
* Awareness of boundaries within the role and ensure you communicate with your team leader and senior management at all times.
* Carries out other work commensurate with position as required

**This job description is not exhaustive and may change as the post develops, but any such change will not take place without consultation between the postholder and their manager.** **Job descriptions should be reviewed at least annually at the appraisal meeting.****The post holder’s duties must at all times be carried out in compliance with the Company’s policies and procedures; in particular the post holder must act in accordance with the Safeguarding, Equal Opportunities Policy and the Health & Safety Policy.** |

**PERSON SPECIFICATION**

Please ensure that you read the person specification carefully, as this will be used to assess candidates as part of the shortlist and interview process.

Minimum required standard E = Essential, D = Desirable

|  |  |
| --- | --- |
| **Criteria** | **E/D** |
| **Knowledge/Qualifications** |
| * In accordance with Children Home Regulations 2015 applicants must be 21 years or over to be able to work at Robins and/or or at least 4 years older than the oldest child
* Diploma at Level 3 in either Children and Young People or recognised equivalent
* A good general education will be required of the post holder, with good literacy and numeracy skills and basic IT skills
* Children & Young People professional short courses that are relevant to the role i.e. Autism Awareness, Team Teach; Total Communication; Safeguarding;
* Experience of working with people with complex additional needs such as learning disability, autistic spectrum disorders, medical and physical needs and/or behaviour that challenges
* Recent experience of working with people with learning disabilities within a residential and/or short breaks setting, ideally in a child/youth environment
* Are deemed suitable to work with children, in-line with current legislation and Lifeworks policy and procedure for ‘Safer Recruiting’
* Knowledge of the Children Home Regulations and Quality Standards (April 2015)
 | EEEDEDED |
| **Skills** |  |
| * Good communication skills
* Be able to complete necessary paperwork in an accurate, timely and professional manner
* Ability to communicate effectively with young people, parents and professionals
* Familiar with person centred care planning
* Ability to work as part of and promote effective team work
* Ability to deal with challenging situations and be able to make decision independently and seek guidance when required
* The ability to travel for training and to support the children and young people in accessing their community
* A confident, empathic, caring and friendly manner
* A reflective practitioner thereby a willingness to learn and to develop and improve own and other’s skills, knowledge and practices so the services provided are outstanding for the children and young people at all times
 | EEEDEEEEE |
| **Experience** |  |
| * Non-verbal communication skills (ie. Makaton, PECS, BSL)
* Experience of working in a team and the ability to act on their own initiative
* Be able to show an understanding of risk assessments for individuals and activities and knowledge of safeguarding children best practices and procedures
 | DDD |
| **Key Contacts** |
| **Internal: Management, Supervisors, Colleagues, Young People****External: Parents, Social Workers, Health Professionals** |