



## **Farney Close School,**

**Bolney Court, Bolney, West Sussex, RH17 5RD**

### **Job Description**

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<b>Job Title:</b>	Residential Social Care Worker (Grade 1)
<b>Reports to:</b>	Head of Care
<b>Responsible for:</b>	This role has no direct reports.

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#### **Main Purpose of the Job**

To provide advice, assistance and support to young people. To attend to their practical, physical and emotional needs. To act as an appropriate role model and to work closely with them to enable them to address any difficulties and achieve their optimum potential.

#### **Young People's Equal Opportunities**

All young people are equally entitled to have their needs met in a fair and balanced way. Residential Social Care Workers are responsible for promoting equal opportunities for all and for challenging any behaviour or practice which discriminates against any young person on the grounds of race, religion, disability, age, gender, sexual orientation or any other perceived difference.

#### **Key Duties and Responsibilities.**

To maintain a high quality of care and support which meets the physical, emotional, intellectual, social and cultural needs of children and young people. Working from the guidelines from the 1989 Children's Act, National Minimum Standards for Residential Special Schools, the Independent School Standards, Keeping Children Safe in Education, Working Together to Safeguard Children and any other relevant legislation.

To provide a caring, supportive and nurturing environment in which children/young people can feel secure and free from harm.

To proactively supervise young people at all times both on-site and off-site and at break times.

To establish positive relationships with young people and always offer them unconditional and positive regard.

To help young people gain self-control by challenging unacceptable behaviour and rewarding acceptable behaviour.

To be a positive role model and to be able to offer advice, guidance and assistance where appropriate.

To establish relationships which young people perceive to be positive, warm and rewarding.

To provide advice, assistance and support on a 1:1 basis to enable young people to address past and present difficulties.

To provide emotional support at times of difficulty or stress.

To provide support for young people in their education and extra-curricular activities. This may include supporting them in the classroom if necessary.

To empower young people and facilitate their active involvement in the decision making about their lives and future.

To act as an advocate at meetings where the young person is the subject of discussion

To organise and lead evening activities for the young people and ensure appropriate risk assessments are in place prior to the activity going ahead.

To encourage the young person to develop links with the community, attend off-site activities and expand their personal social network.

To be responsible for the health, safety and welfare of self and colleagues.

To be ambitious for young people, helping them achieve their goals and optimise their potential.

To drive company vehicles (current driving licence holders subject to procedures).

**Responsibilities, Duties and Expectations while working with the young people on the House include:**

- Completing young people's diaries in the morning and evening before going off shift.
- Completing daily bedroom plans and submit to the Head of Care on a Friday of each week.
- Ensuring the House you are working on is kept clean and tidy.
- Attending to practical matters in relation to childcare (cooking, cleaning, general duties around the house etc).

## **Administration and Time Management**

Prioritising work to meet deadlines as agreed with Line Managers.

Keeping accurate records and providing written reports on young people for planning meetings, reviews or any other meetings as directed by the line manager.

Completing Physical Intervention forms if involved or witness to an incident.

Completing Sanctions records as required, ensuring that the young person has time available to discuss, reflect on their behaviour and sign the sanctions form.

Ensuring that each young person's care plan is followed and amended as appropriate to reflect their changing needs.

Acting as a Link Worker for up to four young people to ensure that the young person's care plans are up to date and that all their care needs are being met.

Fulfilling all administrative duties in relation to Link Worker duties - keeping records and plans up to date for the following:

- Care Plans (long term and short term)
- Independent Skills Assessment
- EHCP reports
- Termly reports
- Risk Assessments

## **Working as Part of a Team**

Being aware of the aims and objectives of the house and working collaboratively with colleagues to achieve them.

Attending team/ staff meetings and making a positive contribution to them.

Actively contributing to the development of the team.

Receiving and storing information to improve communication.

Being willing to give and receive feedback on performance with colleagues and managers.

Being aware of childcare plans for all young people and providing support for colleagues by maintaining consistency in the execution of those plans.

When working during the day, being a part of the Duty Team to support with break times and young people who require support for behaviour.

Providing informal practical and emotional support to colleagues experiencing difficulties.

Monitoring the conduct of colleagues and referring on any causes for concern (Whistleblowing)

Supporting less experienced staff as part of their induction programme.

Fully supporting and consistently applying house routines and expectations, and supporting those of other houses that you may work on.

### **Professional Development and Practice**

Attend all staff training days

Participate in regular supervision in accordance with the school's policy and procedure, attending and contributing to sessions in line with the National Minimum Standards.

Participate in annual Appraisals.

Undertake training appropriate to the role, maintain an up to date training profile and complete all on-line training as directed by the Senior Management Team.

Be familiar with all policies and procedures and adhering to them.

### **Special Conditions**

This post requires the holder to do varying shifts, including early morning, duty days and late evening work, on a rota system. Sleeping-in duties are required for which an additional payment is made during term time.

On occasions you may be required to change your rota, either for a short time or long term, with notice, to ensure the contingencies of the service are covered. This may also include covering an additional sleep-in duty as an emergency measure.

The post holder may be required to move around house groups to meet the needs of the young people, to enhance the quality of care, or to gain wider experience.

In accordance with the guidelines on Health and Safety, staff must accept responsibility for working within these guidelines and reporting any concerns to the Head of Care.

The post holder may need to undertake such other duties appropriate to the grade of the post and the needs of Farney Close School.

**This post requires the holder to have a clear Disclosure and Barring (with Barred List) check at all times.** Changes to personal circumstances which may affect this must be notified to your line manager immediately.

## **Grade 1**

### **Specific Professional Development, Duties and Responsibilities**

To successfully complete the school Induction Program in the first six months of commencing employment.

To enrol onto the Level 3 Diploma (working with Children & Young People), or equivalent course.

To Complete the Diploma within two years of the start of your employment at Farney Close School. The expectation is that you would complete at least 50% by the end of the first year and 100% within two year of start of employment.

To work with the Assessor throughout the course.

To evidence progress of all units completed at each half termly supervision session.

### **Responsibilities**

- To ensure that health and safety and child protection regulations are always adhered to.
- To maintain confidentiality and GDPR requirements at all times.
- To manage workload effectively and complete tasks in a time efficient manner.

### **General Accountabilities:**

- Observe the letter and spirit of all the school policies, and be aware of and comply with policies and procedures relating to health and safety, confidentiality and General Data Protection regulation, reporting all concerns to the appropriate person,
- Maintain particular regard to the Child Protection and Safeguarding policy and report any concerns immediately. All employees are required to demonstrate commitment to promoting and safeguarding the welfare of children and young people in the school,
- Adhere to the content of the policies in all aspects of day-to-day duties relating to staff, young people, members of the public and other agencies,
- Contribute to good staff relationships,
- Contribute to the overall ethos/work/aims of the school,
- Attend and participate in relevant meetings, as required,
- Participate in training and other learning activities and performance development, as required,
- Participate in all requirements to ensure continued professional development (CPD), including your annual appraisal and regular meetings with your Line Manager.

## **Safeguarding**

- Farney Close School is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area.
- As a member of staff at Farney Close School you have a responsibility for Safeguarding and must ensure that you and members of your team maintain up to date knowledge and insight into all child protection policies, guidance and relevant government legislation. You must follow the School's Child Protection and Safeguarding Policy at all times

## **Confidentiality:**

During the course of your employment you may have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

## **Job Description Duties:**

### **Qualifications:**

Relevant experience and education to Level 3 or equivalent.

### **Experience and Skills:**

- Excellent written and verbal communication skills
- Ability to liaise effectively with families
- Excellent interpersonal and team working skills
- Ability to initiate work and to work unsupervised

### **Attributes:**

- Commitment to the provision of a quality service to young people and a high level of customer care
- A sensitive and responsive approach to young people and parent / carers needs
- Proactive, forward thinking and possess and exercise sound judgement

## **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

## **Health & Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

## **General Statement**

To undertake any reasonable duties as requested by the Senior Management Team and the Directors.

This job description may be altered without notice due to changes in technology, policy practice, procedure or legislation.

This job description is not an exhaustive list of duties and the post-holder will be required to undertake any other reasonable duties as discussed and directed by the Principal. This job description is intended to reflect the range of duties the post-holder will perform.

Report immediately to a Senior Manager, or any other appropriate person any malpractice or evidence of malpractice of any member of staff.

Read, understand and be required to sign, as requested, all relevant school policies.

**This post is subject to an Enhanced DBS (with Barred List) check.**

Our school is committed to equality and promoting the welfare of children and expects all staff to share this commitment.

**Review**

This job description will be reviewed at least once per year in line with your annual appraisal and may be subject to amendment or modification at any time after consultation with the post holder.

<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	