

# Job Description & Person Specification

<b>Job title</b>	<b>Student Support Worker</b>
<b>Directorate</b>	<b>Victoria Education Centre</b>
<b>Reports to</b>	<b>Education Team Leaders</b>
<b>Supervises</b>	<b>N/A</b>

## Purpose of the Job

To work within the Student Support Team under the supervision of the Education Team Leaders, covering all aspects of personal care and lunchtime support & activities.

Assist students in those areas of daily living in which they are dependent i.e. washing and dressing, assisting with meal and break times and meeting personal hygiene needs.

## Main Duties

1. Attend to students' personal care needs, including social, health, physical, hygiene, first aid and welfare matters, communication and mobility.
2. Assist with the implementation of the agreed student care plans and personal programmes.
3. Assist in setting up the dining room for lunch and then serving meals as required. To be aware of students' dietary requirements and follow individual feeding guidelines.
4. Supervise and assist the students entering and leaving the dining room, ensure they sit at the correct table, and then supervise and assist the students with feeding and eating their meal.
5. At the end of lunchtime service, assist with clearing the dining room, including putting away tables and chairs, sweeping and washing the floor, and putting away all crockery, utensils and equipment as directed.
6. Supervise students during lunch break time until the start of afternoon school. This will include supporting students during lunchtime clubs and activities.
7. In conjunction with therapy staff, follow moving and handling guidelines in assisting students with personal care, feeding and lunchtime activities. Please note that as we sit outside of the NHS we have our own policies and procedures relating to moving and handling which will require some lifting of students.
8. Contribute to students' School Planner regarding care issues, as appropriate.
9. Respect and value a students' individuality and maintain dignity and respect at all times.

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10. To ensure equipment and resources are well maintained within all student support areas, reporting any concerns and replace when necessary.
11. Establish good relationships with students acting as a role model and being aware of and responding appropriately to individual needs.
12. To work effectively within a multi-professional team, maximising the students ability to access education, leisure and social activities.
13. Follow the Centre's Safeguarding procedures for reporting any change in students physical, emotional or behavioural condition, any accident or unusual incidents, any serious problems that may arise and any matter of concern expressed by the student whether physical, emotional or spiritual. Ensure all safeguarding training is kept up to date and that you are confident in following procedures.
14. Participate in staff group meetings and others as required.
15. To establish and maintain good working relationships with colleagues, professionals, both within the Centre and those visiting.
16. To be responsible for and able to evidence own personal development by undertaking relevant training, attending meetings, conferences and events ensuring that you are updated in all matters relevant to the role within your Personal Development Plan agreed with your manager.
17. To carry out additional duties and tasks that may be required within the range of the responsibilities of the post.

## Working Relationships:

**Internal-** Teachers, Teaching Support Staff, Residential team, Catering team, Therapy team, Physical Activities team, Administration team.

**External-** Parents, Social Services, external consultants, contractors and agencies.

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## Person Specification

### Essential Experience

#### Qualifications:

- Good Literacy and Numeracy with ICT skills (Level 1 English, Maths and ICT or willingness to achieve).
- Up to date Moving & Handling certificate – this can be achieved whilst in post.
- Be willing to take part in training and development to enable you to do your job to the required standard.

#### Knowledge:

- Ability to build and maintain successful relationships with students, treating them consistently with respect and consideration.
- General awareness of health, safety and welfare issues.

#### Experience:

- Experience of providing personal care as relevant to students' needs.
- Experience of working effectively in a team.

#### Technical/Work based skills:

- Physically able to undertake Moving & Handling activities.
- Good ICT and communication skills.

#### General Skills and Attributes:

- Able to communicate clearly to other professionals and parents.
- Able to attend work punctually and reliably.
- Able to build and maintain successful relationships with students, treat them consistently, with respect and consideration
- Ability to commit to students' rights to independence, choice, dignity and self-respect.
- Able to adapt own approach in accordance with students' needs.
- Able to understand or develop a greater understanding of the needs of young people with a disability.
- Able to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice.
- High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements.
- Ability to understand, maintain and respect confidentiality issues at all times.

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## Desirable Experience

### Qualifications:

- QCF Level 2 Diploma in Health & Social Care (or equivalent with relevant care content e.g. NVQ 2/or relevant Degree), or willingness to achieve whilst in post.

### Knowledge:

- Working knowledge and understanding of principles of child development and education.
- Supporting students with physical, communication and learning difficulties.

### Experience:

- Experience of working with children/young people with disabilities.
- Experience of working within a multi-disciplinary team.
- Experience of working with students with a range of learning and communication needs.

### Technical/Work based skills:

- Knowledge of Makaton and other communication aids and/or willingness to be trained.

# General Information

This job description and person specification is not exhaustive and amendments and additions may be required in line with future changes in the post holder duties.

## **Safeguarding**

Livability is committed to safeguarding and promoting the welfare of adult, young people and children and expects all employees to share this commitment and follow our safeguarding policies and procedures.

## **Equality and diversity**

Livability is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Livability aims to create and sustain an inclusive work environment which provides equality of opportunity for everyone and reflects the diversity of the communities we serve. The post holder is required to uphold the Equality and Diversity policy and comply with the code of conduct which sets out our standards of behaviour towards those who use our services or work within them.

## **Christian ethos and values**

The post holder must carry out all duties in a manner which is consistent with Livability values which are based on an inclusive Christian ethos.

## **Policies and procedures**

The post holder must also maintain the policies, procedures and practices of the organisation and as far as possible, must ensure that all activities within the work setting are consistent with those values, policies, procedure and practices.

## **Confidentiality**

The post holder must ensure that any information relating to employees, service users and volunteers (future, current and past) is treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of the team or managers.

## **Health and safety**

The post holder must be familiar with Livability Health and Safety policies and guidelines. All work should be undertaken so as to be consistent with these, and so as to ensure own health and safety and that of others affected by their work.

**For further information or if you have any questions, please contact:**

[HRAdmin@livability.org.uk](mailto:HRAdmin@livability.org.uk)