

ISW Pack - Sept 18

15 January 2019

Dear Sir/Madam

Re: Integrated Support Worker

Thank you for your interest in working at St Mary's School & College.

As part of our safer recruitment process we require a completed application form and a recruitment monitoring form. All the relevant forms and documents necessary to apply for this role are available on the vacancies page on our website

www.stmarysbexhill.org/vacancies

Your application should include a personal statement. Your personal statement should be used to tell us how you think your skills and attributes equip you for the post, with particular reference to the job description and person specification which is attached to this letter. Please focus on your transferable skills.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants will be required to undergo an enhanced DBS check on appointment and at three yearly intervals thereafter. Copies of our policies relating to Safeguarding and the Recruitment of Ex-Offenders are also available on the website for information.

You may be required to undertake an assessment as part of the interview process.

The closing date for applications is 31st January 2019.

Yours sincerely

Ami Clark
Human Resources Administrator

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St Mary's Job Description

TITLE: Support Worker

**ACCOUNTABLE TO: In Residential: Head of House or Assistant Head of Care
In Education: Assistant Head of Education**

1. RESPONSIBILITIES:

Within the context of St Mary's Mission Statement and its Aims and Objectives, this post includes the following key responsibilities:

To play a major role in:

- a) Supporting and developing the mission and ethos of St Mary's School & College including adherence to policies including Health and Safety, HR and Safeguarding.
- b) Supporting pupils with Special Educational Needs in a safe environment to make progress.
- c) Working within a multi-disciplinary team to promote pupil's development, self-esteem, and academic progress.
- d) Forming professional working relationships with the Education, Therapy and Residential staff, parents and carers.
- e) Ensuring that the physical, emotional and other primary needs of the pupils are met effectively so that they make good progress in their learning and feel safe and well cared for, in a way which meets the National Minimum Standards (NMS) / Ofsted framework and / or protocols/policies set out by St Mary's.
- f) Helping to deliver and evaluate teaching and learning activities.
- g) Taking an active role in the preparation and maintenance of the learning environment in any setting.
- h) Being proactive in your own Continuing Professional Development.
- i) Knowing whom to report any difficulties to with regards to your working practices.

2. MAIN FUNCTIONS & PURPOSE:

DUTIES: Supporting Children and Young People:

Under the direction of the teacher or Head of House to:

- a) Work as part of the team responsible for all matters relating to the pupils' welfare and safeguarding needs
- b) Ensure pupils make progress in a safe environment.
- c) Motivate and encourage pupils according to their needs to be as independent as possible.
- d) Develop appropriate and supportive relationships with pupils.
- e) Act as a good role model to promote positive behaviour.
- f) Support pupils in maintaining appropriate levels of personal hygiene and appearance.
- g) Support pupils' understanding of how to keep themselves safe in a range of environments
- h) Help ensure EHCP outcomes are provided for.
- i) Support pupils preparing for an Annual Review and attend any relevant meetings regarding pupils if required
- j) Support pupils within a group and be available as 1:1 support when required by an individual

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EDUCATION SPECIFIC DUTIES

To assist in promoting the learning and personal development of pupils and to aid pupils to learn as effectively as possible both in group situation and on their own by, for example:

- a) Clarifying and explaining instructions
- b) Ensuring the pupil is able to use equipment and materials provided
- c) Motivating and encouraging pupils as required by providing levels of challenge, individual attention, reassurance and help with learning tasks
- d) Monitor the pupil's response to the learning activities and, where appropriate, modify and adapt the activities as agreed with the teacher to achieve the intended learning outcomes
- e) Support the use of ICT and communication tools
- f) Ensure appropriate strategies and resources are available and applied consistently in order to support the pupils access to learning

Supporting the Teacher to:

- a) Prepare and maintain the learning environment.
- b) Prepare learning activities and resources and support teaching and learning in curriculum areas.
- c) Deliver and evaluate teaching and learning activities under the direction of the Teacher, linking and promoting lesson objectives and individual targets.
- d) Support colleagues, develop and maintain working relationships within a multi-disciplinary team.
- e) Liaise with Parent, Carers and Families following Protocols set out.
- f) To provide written pupil feedback under the supervision and direction of the teacher
- g) To support in all timetabled subjects, including swimming as well as attend educational visits
- h) To support break and lunchtime supervision

RESIDENTIAL SPECIFIC DUTIES

To maintain the development of positive practice in keeping with the aims and objectives of St Mary's by:

- a) Providing a safe, warm and supportive environment for the pupils.
- b) Carrying out duties in line with St Mary's policies and protocols
- c) Fostering and encouraging, whenever appropriate, contact between pupils and their families.
- d) Promoting and encouraging independence and progress for all pupils at St Mary's
- e) Encouraging a responsible attitude from all pupils with regard to the furnishings and equipment within the living area
- f) Supporting pupils in all domestic aspects of both their own personal space and communal areas
- g) Accompanying pupils on outdoor activities when required.
- h) Providing and maintaining high levels of cleanliness.
- i) Ensuring that all communal areas are clean and tidy.
- j) Carrying out household duties, shopping, cleaning, cooking and generally ensuring that the living and garden areas are maintained in a safe manner.
- k) Accepting responsibility for monies as may be required in carrying out necessary duties.
- l) Being aware of Health and safety policies and food hygiene regulations
- m) Being aware of fire prevention regulations and be practised in fire drills
- n) Being a member of a team of support workers
- o) Being involved in the planning and organisation of the placement which is the whole educational and living areas for each pupil
- p) Ensuring that pupils receive any medical attention which they may require and to ensure that regulations regarding the maintenance of drugs on the premises are complied with at all times.

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- q) Providing a positive working role model for other colleagues and the pupils. With reference at all times to the company's equal opportunities policy and the recognition of each person's unique racial, cultural and religious needs.
- r) Demonstrating both sensitivity and appropriate assertiveness, whilst working in a pressured environment with groups of diverse pupils and staff.
- s) Carrying out the duties of the post in a mature and responsible manner, seeking and receiving support as necessary.
- t) Working in such other locations as may be required from time to time.
- u) Undertaking any other duties as may be required and directed by senior staff.
- v) Undertaking training as required.

This position involves some manual handling duties e.g. loading and unloading washing machine, carrying shopping etc. in accordance with procedural guidance of the establishment and relevant legislation.

3. ADDITIONAL DUTIES:

- a) Demonstrate commitment to professional development including their own.
- b) Carry out any reasonable duties required by Headteacher.
- c) Be available to participate in social functions and duties out of hours occasionally as required.
- d) Be compliant with the Trust's Code of Conduct and abide by the Trust's policies and procedures at all times, especially to ensure the safeguarding of our young people.
- e) To learn and use Sign Supported English (SSE) and/or Signed English as appropriate to the needs of the pupils.
- f) Post-holders will also be required to physically intervene if a pupil's behaviour is dangerous to others or themselves

It is important to note that some of the pupils at St Mary's will from time to time demonstrate challenging behaviours and staff are expected to be able to manage these situations appropriately in line with Team Teach protocols.

This Job Description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

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**St Mary's
Person Specification**

TITLE: SUPPORT WORKER

	Essential	Desirable	
Qualifications			
Maths and English GCSE grade C or above	X		A
Health & Social Care Diploma Level 3 (Children's pathway) RESIDENTIAL & INTEGRATED	X (or prepared to work towards)		
Teaching Assistant Diploma Level 3 (or equivalent) EDUCATION	X (or prepared to work towards)		
Other qualification: First Aid/ Signing/ Food Hygiene		x	A
Experience			
Minimum of 1 years' experience in Education or Residential setting		x	A/I/R
Minimum of 1 years' experience working with children with special needs		x	
A proven track record of achieving against the occupational standards	X		I/R
Knowledge & Skills			
Knowledge and understanding of Occupational Standards as they relate to the post	X		I
Knowledge of Health and Safety requirements	X		I
Excellent communication skills both written and oral	X		A/I
Good ICT skills	X		I
Special Requirements			
Excellent interpersonal skills	X		I
The ability to manage time demands and ensure deadlines and priorities are met	X		I/R
Outstanding organisational and planning skills which show attention to detail	X		I
Ability to see a task through from start to finish and to review and modify accordingly	X		I/R
Ability to analyse situations, plan effectively and inspire others		x	I
Ability to work under pressure	X		I/R
Willing to undertake out of hours and weekend work		x	I
Good humored, positive in outlook and caring	X		I
Excellent record of attendance and punctuality	X		R
Enhanced DBS check	X		

KEY: A = APPLICATION, I = INTERVIEW, R= REFERENCE