

St. Joseph's Specialist Trust

Job Profile

Residential Care Worker
(in respect of Teaching Assistant with Care Duties role)

Name:

Date:

Job Context: St. Joseph's Specialist Trust is a specialist school and college, registered children's home and adult supported living houses with approximately seventy students. It has a staff of around 300.

This job profile recognises the requirements of the school's current Pay and Conditions Policy and reflects the vision, aims and policies established by the Trustees and Governors for St Joseph's Specialist Trust.

Title: Teaching Assistant with Care Duties

Job Purpose: To actively promote the rights of young people and provide them with quality care in accordance with the policies and procedures of St. Joseph's Specialist Trust. To assist in the provision of a safe and homely environment both individually and as part of a team to help young people achieve and maximise their potential.

Accountable to: Residential Team Leader and their Deputy, overall accountability to Head of Residential Learning, Marketing and Admissions.

KEY TASKS

Main duties and responsibilities

Due to the nature of our environment and the challenges posed by our students, physical and mental resilience is required. This includes the physical agility to move across our large 23 acre site and support children in social, leisure and educational activities offsite.

Every member of staff is required to complete team teach positive behaviour support training before employment begins and refresher training periodically thereafter.

Physical/Emotional/Social Needs of Young People

To be responsible for the emotional, social, physical needs and guidance of young people within your care and school as a whole.

To be responsible for assessing, monitoring and recording young person progress.

To be responsible with the teaching staff, speech therapy team and medical staff for contributions towards young people Annual reviews and Inclusion and Achievement Meetings.

To liaise with teaching and support staff to ensure there is an effective link to provide information about the care needs of each young person.

To read and review regularly all individual risk assessments for Young People in your care.

To encourage the development of individual interests and attitudes.

Establish and maintain positive trusting relationships that promote a sense of security.

Provide firm, consistent boundaries in respect of their behaviour.

To supervise and assist young people with their personal care, needs and routines.

To ensure there are planned opportunities for young people to participate in a variety of leisure activities to meet individual needs.

To offer general practical advice to the young people as and when the need arises, providing opportunities for individual personal support.

Ensure medical help is provided in cases of illness and accidents.

Promote the development of a healthy lifestyle.

Assist young people in the development and sustaining of positive social networks.

To organise and participate in group activities and group holidays.

To assist and support young people through the process of leaving care.

Encourage young people to develop their full educational and vocational attainment.

To undertake in planning for and preparation of young people for admission or discharge to and from residential care.

Observe and assess the behaviour of young people.

To encourage choice and active participation in activities within the school and the local community.

Team

To work as a member of the team to ensure the ongoing care, education and therapeutic intervention of young people maximises their potential.

To attend and contribute to staff meetings, this involves participation and collaboration with other staff in the provision of care, education and therapies.

To follow policies and procedures for various duties as developed the school and care team.

To support less experienced staff from time to time as part of their induction in conjunction with St Joseph's Policies and Procedures.

To participate in a rota system and undertake sleep in duties as required.

Make positive use of supervision and appraisal by Line Manager.

To show a willingness to undertake training as part of overall continuous professional development.

All staff are expected to undertake QCF level 3 (funded by St Joseph's).

To participate in the administration, recording, storage of drugs and medicines and safekeeping of drug cupboard keys as required in accordance with school policy.

To take responsibility for young people's health issues and inform the surgery team or senior member of staff on call of any concerns.

To liaise with external agencies as required.

To adhere to school policy on Health and Safety and report any concerns

To contribute to the management of aggressive, obsessive and challenging behaviours in accordance with the School's Behaviour Management Policy, the Team Teach Approach and a Risk Assessment for individual young people.

Administrative

To be conversant with the Admission Policy for placement of young people at the School.

To attend Annual Reviews, "Child in Need", "Looked After" Child Reviews as required.

To arrive at your place of work on time.

To report to the Safeguarding Team or deputies, incidences of suspected abuse and signs of non-accidental injury.

To report and record any incident or accident affecting any young person in the school.

To record relevant information in individual young person files.

To assist in maintaining effective liaison with staff colleagues, teachers, support staff, parents and other professional agencies.

Compile reports, including annual reviews, LIAM, progress reports.

To undertake financial management and recording of day to day petty cash maintenance in accordance with St Joseph's financial procedures.

Professional

To participate in INSET activities, as directed, for school development, care team development and individual professional development.

To use non-contact time constructively.

To maintain good practice and implement changes in accordance with developments in terms of educational thinking and with the school.

To adhere to school policies in respect of Child Care Legislation e.g. The Children's Act and Children's Home Standards and Regulations.

To respect staff confidentiality and the rights of individual young people and staff.

To have a working knowledge of the Trust's Equal Opportunities Policy and be committed to its implementation.

"St Joseph's Specialist Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment".

Signature:

Teaching Assistant with Care Duties

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Executive Principal