

CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	Post Title	Grade	JE Pts	Date
J1856	Generic Support Worker	Grade 6	460 NJC	September 2008

Statement of Purpose

To be an active participant in the provision of a quality teaching and learning environment for children with behavioural, emotional and social difficulties.

Support to Pupils

- To assist staff in the implementation of the children's curriculum and residential programmes.
- To assist in the provision of a safe and stimulating environment for children.
- To provide support to children's educational and care needs.
- To contribute to children's transition programme as identified by the school.
- To assist in the preparation of teaching materials and equipment to support children's learning.
- To assist the teacher in maintaining a detailed record of progress, recording observation of activity as part of children's Individual Educational Plan.
- To lead group activities as requested by the teacher.
- To participate in the implementation of the extended curriculum.
- To be involved in all aspects of support necessary to the children's well-being and functioning.
- To be a key worker if required.
- To maintain effective, supportive contact with parents or guardians of children and ensure that the appropriate staff are notified accordingly.
- Maintenance of records and preparation of reports as required.
- Maintenance of high standard of display and presentation in children's living area/bedrooms and general school facilities.
- To assist in the provision of a safe and stimulating environment for the children.
- To undertake sleeping-in duties as required.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the working hours.

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Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

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Person Specification Behavioural Support Worker Level 3

Essential Criteria	Measured By
Experience <ul style="list-style-type: none"> Some previous experience of working with children with specific needs. 	AF/I
Qualifications/Training <ul style="list-style-type: none"> NVQ 3 in appropriate discipline or equivalent qualification or experience. Participation in development and training opportunities. Willingness to undertake formal training. 	I
Knowledge/Skills <ul style="list-style-type: none"> Good communication skills. Ability to work constructively as part of a team and on own initiative. Ability to relate well to children and to adults. Have flexible approach to work. Willingness to work evenings and early mornings as a shift pattern. Willingness to undertake sleeping-in duties. Demonstrate the understanding and ability to maintain a safe and stimulating environment. 	AF/I

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<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	AF/I
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AF - Application form

I - Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***