**** Job Description

# Job Title Supply Care Support Workers

**Location** Harrogate

**Salary** £10.50 per hour

**Band** D

**Annual Leave** 25 days plus 10 Statutory holidays (pro-rata for part time / term time roles)

**Reports to** Manager of Service

**DBS Check** Enhanced Check with adult barring list and child barring list

**Job Summary**

To work when required, as part of a team of staff across our college campus providing care and learning support for our students; including support with their personal care needs and enthusiastically encouraging development of independence and living skills.

**Key Responsibilities College:**

* Ensure that the learning needs of the students are met as directed by education staff and work with tutors and other college staff to support the students within their lessons.
* To provide support for students with Autistic Spectrum Disorder (ASD) and behavioural, emotional and social difficulties (BESD) who may exhibit challenging behaviours
* Carry out the care requirements for each student as directed on their individual care and support plan. This may involve intimate personal care, feeding (potentially PEG feeding), toileting.
* Accurately and appropriately record and report students’ needs and progress
* Share any care plan targets with education based staff under direction.
* Advocate on behalf of students and to attend student meetings to enable/assist students to express their views.
* Keep up to date and remain fully aware of the students’ difficulties and disabilities and any care and medication requirements of those students.
* Ensure that appropriate care equipment is used after training and work as trained.
* Report any concerns to the Senior Care Officer or any other manager which may affect student/staff welfare or safety.
* Assist all students in any way which promotes and enables their development and independence.

**General**

* Attend all Henshaws mandatory and compulsory training sessions, taking responsibility to ensure training is up to date at all times.
* Take responsibility for your own personal and professional development, including CPD where appropriate.
* Facilitate training and knowledge sharing across Henshaws Society, and other providers where appropriate.
* Adhere to and support others to uphold Henshaws Values: Inspiring, Proactive, Sharing, Compassionate, Empowering, Informed
* Offer a flexible approach to working hours to meet the needs of the organisation.
* Represent Henshaws in professional manner at all times, contributing to fundraising, marketing and recruitment activities for Henshaws Society as required.
* The employee may on occasions be called upon to undertake work in other locations in order to ensure obligations to students, service users and third parties are fulfilled.
* Comply with Henshaws Health & Safety requirements and be aware of and adhere to current Henshaws policies and procedures.

Any other duty as required by the line manager commensurate with the post.

Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the
desirable criteria to produce the shortlist.

****All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

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|  | **Criteria** | **Essential/Desirable** | **How Identified** |
| **Skills and Experience** | Willingness to assist with any personal care requirements as needed | **Essential** | Application Form/Interview |
| Willingness to support in a way that promotes independence and development | **Essential** | Application Form/Interview |
| The ability to keep calm under pressure when dealing with challenging behaviours | **Essential** | Application Form/Interview |
| Enthusiastic, respectful and sensitive attitude to our client group | **Essential** | Application Form/Interview |
| Recent experience of working with young adults | **Desirable** | Application Form |
| Awareness and respect of student’s rights | **Desirable** | Application Form/Interview |
| **General & Specialist Knowledge** | Knowledge of different learning disabilities | **Essential** | Application Form/Interview |
| Knowledge of care work and what this will involve including understanding dignity and respect | **Essential** | Application Form/Interview |
| Ability to promote the client group in a positive and professional manner | **Essential** | Interview |
| Awareness and respect of student’s rights | **Desirable** | Application Form/Interview |
| Awareness of equal opportunities issues relating to this area of work | **Desirable** | Interview |
| Knowledge and experience of health and safety issues relating to this area of work | **Desirable** | Interview |
| **Education & Training** | Good standard of literacy and numeracy | **Essential** | Application form & Literacy and numeracy tests at interview |
| Willingness to undertake and achieve Skills for Care Induction Award within 12 weeks if no formal care qualifications | **Essential** | Interview |
| A willingness to undertake the Diploma in Health and Social Care after initial induction | **Essential** | Application form/Interview |
| Equivalent of 2 GCSEs in Maths and English at Grade C or above | **Desirable** | Certificates |
| NVQ 2/Diploma in Health and Social Care | **Desirable** | Certificate |
| **Special Requirements** | To fully support our client group you must be able to push a wheelchair around college and in the community and assist the clients into and out of the wheelchair if required after having training | **Essential** | Interview |
| Flexible approach to working hours and ability to work the hours which meet the establishment’s need. NB this is more than likely to include working a day at the weekend and some evenings depending on the hours you work. | **Essential** | Interview |
| Commitment to undertaking any training & personal development  | **Essential** | Interview |

**Henshaws will make every endeavor to make any reasonable adjustments for applicants who require assistance in carrying out their duties due to a disability.**

**Henshaws is committed to safeguarding vulnerable adults and children. The post holder may be required to complete an enhanced DBS disclosure check including barring lists for Adult and/or child barring services.**

**Henshaws is committed to equal opportunities and positively welcomes applications from all sections of the community.**