**** Job Description

# Job Title SEN Care Support Worker

**Location** Henshaws College, Harrogate

**Salary** £9.65 per hour

**Band C**

**Hours per Week** Various (Fixed shifts)

**Weeks** Various (38 weeks (term time only) plus up to 5 additional training days per year or 52 week Contract

**Annual Leave** 25 days plus 10 Statutory holidays (pro-rata for part time/term time roles) to be taken during College Holiday periods.

**Reports to** Care Lead and Deputy Care Lead

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

**Job Summary**

To work as part of a team of staff across campus providing care and learning support for our students within the college, enthusiastically encouraging them to develop their independence, and living skills with a focus on quality of life.

Some of our students may be diagnosed as having a severe or profound and multiple learning disabilities. They may also have physical and sensory impairments, behavioural, emotional and social difficulties (BESD) and display behaviours of concern. Due to the complex needs the learners may have a high level of personal care and clinical needs which need to be met sensitively and professionally in line with rigorous policies.

**Key responsibilities**

Ensure that the care support needs of each student are met, as directed by their individual care plan. This may involve but is not limited to intimate personal care, feeding (including PEG feeding), medication, continence as well as moving and handling

Ensure that the learning needs of the students are met as directed by education staff and work with 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 behaviours that cause concern in line with Positive Behaviour Support plans

With support from the programme leader or instructor you may be asked to deliver effective learning based sessions on 1:1 basis with students, using a range of suitable resources available

To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to the appropriate persons.

Carry out clinical tasks delegated by the clinical lead nurse after confirmation of competence.

Undergo competency assessments as requested to determine clinical competence

Accurately and appropriately record and report students’ needs and progress

Complete comprehensive record keeping and documentation relating to the students care and treatment

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’ individual needs and any care and medication requirements of those students

Work collaboratively with all college departments to meet students’ individual outcomes outlined in Education Health and Care Plans

Work with the therapists to deliver the best possible health outcomes with a focus on safe eating and drinking skills, and postural care

Act as a communication partner (intensive interaction, intervener) to ensure a total communication approach that is creative and imaginative

Support the students with leisure activities when supporting within the residences

Ensure that appropriate care equipment is used after training and work as trained

Report any concerns to the care management team or any other manager which may affect student/staff welfare or safety

Work in a way that demonstrates our society values

Assist all students in any way which promotes and enables their development and independence

Comply with the Health & Safety requirements of the Society and follow Society Policies and Procedures, operate within the employee code of conduct and respect confidentiality at all times

Comply with policy and procedure relating to infection prevention and control

Carry out any administrative and housekeeping tasks necessary to ensure good housekeeping, cleanliness and health and safety in relation to the student residences

Attend and contribute to staff meetings as required

Actively promote Henshaws Equality & Diversity Policy

**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.

**Please Note**

For the first three weeks of your employment you may be required to work different hours to those for which you are contracted. This is in order that we can provide you with the necessary training and induction to enable you to do your job. This induction period will be discussed and agreed with you by your Care Lead before you start working.

**Person Specification**

**Please document on your application form how you meet the skills that we require as set out below. This does not have to be paid work; you can use examples of voluntary work and experience.**

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

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|  | **Criteria** | **Essential or Desirable** | **How Identified** |
| **Skills and Experience** | Willingness to assist students with any personal care requirements as needed | **E** | Interview |
| Willingness to support students in a way that promotes their independence and development | **E** | Interview |
| The ability to keep calm under pressure  | **E** | Application from/Interview |
| Recent experience of working with young adults | **D** | Application form |
| Awareness and respect of student’s rights | **D** | Interview |
| Experience of working with people with Autistic Spectrum Disorder (ASD) and behavioural, emotional and social difficulties (BESD) and an understanding of the specific needs relating to these. | **D** | Interview/Application form |
| Enthusiastic, respectful and sensitive attitude to our client group | **E** | Interview/application |
| Able to work using own initiative as well as working as part of a multi-disciplinary team | **E** | Application form/Interview |
| **General & Specialist Knowledge** | Knowledge of different learning disabilities | **D** | Interview |
| Previous experience of working with people with learning disabilities/BESD/ASD | **D** | Application form/Interview |
| Knowledge of care work and what this will involve including understanding dignity and respect | **E** | Application form/Interview |
| Previous experience of working in the care sector and providing personal care | **D** | Application form/Interview |
| Commitment to furthering student’s independence | **E** | Interview |
| Ability to promote the student group in a positive and professional manner | **E** | Interview |
| Awareness of equal opportunities issues relating to this area of work | **D** | Interview |
| Knowledge and experience of health and safety issues relating to this area of work | **D** | Interview |
| **Education & Training** | Hold Level 2/3 Diploma in Health and Social Care or Willingness to complete diploma in Health & Social Care within 2 years of employment | **E** | Certificate/Interview |
| Willingness to work towards Care Certificate within first 6 months of employment | **E** | Certificate |
| Good standard of literacy and numeracy | **E** | Application form & tests at interview |
| Equivalent of 2 GCSEs in Maths and English at Grade C or above | **D** | Certificates |
| Intervener training | **D** | Certificate |
| Willingness and ability to undertake work related training and utilise new skills and knowledge to enable improved support | **E** | Interview |
| To fully support our students you must be able to cope with the physical demands of the role, including pushing a wheelchair around college and in the community and assist the student into and out of the wheelchair if required after having training | **E** | Interview |
| **Special Requirements** | 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. | **E** | Interview |
| Commitment to undertaking any training & personal development required which may take place in college holidays | **E** | Interview |
| A commitment to promoting and safeguarding the welfare of students | **E** | Application form/Interview |
| Adhere to Henshaws Values Inspiring. Proactive. Sharing. Compassionate. Empowering. Informed | **E** | 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.**