**** Job Description

# Job Title SEN Care Support Worker

**Location** Henshaws College, Harrogate

**Salary**

**Band**

**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, 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 needs as well as individuals on the Autistic Spectrum, some of whom may 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**

1. 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, eating and drinking needs, clinical needs e.g. PEG feeding and suction, medication, continence as well as moving and handling.
2. Ensure that the learning needs of the students are supported as directed by education staff and work with other college staff to support the students within their lessons.
3. To comply with all policies and procedures including safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to the appropriate persons.
4. Carry out clinical tasks after undergoing competency assessment supported by the clinical team and working in line with the Infection Prevention Control policy.
5. Complete comprehensive record keeping and documentation relating to the students care, support and progress.
6. Advocate on behalf of students and to attend student meetings to enable/assist students to express their views.
7. Assist all students in line with their care and support plans.
8. Work collaboratively with all college departments using a Multi-Disciplinary approach to meet students’ individual outcomes outlined in Education Health and Care Plans improving the student’s quality of life.
9. Support the students with leisure activities when supporting within the residences (swimming, walking, and assisting with purchasing personal items).
10. Report any concerns to the care management team or any other manager which may affect student/staff welfare or safety. Check, challenge and change any bad practice observed and report to your line manager.
11. Work in a way that demonstrates our society values.
12. Comply with the Health & Safety including requirements of the Society and follow Society Policies and Procedures, operate within the employee code of conduct and respect confidentiality at all times.
13. Carry out any administrative and housekeeping tasks necessary to ensure good housekeeping, cleanliness and health and safety in relation to the student residences.
14. Attend and contribute to staff meetings as required.
15. Any other additional responsibilities to ensure safe and effective running of the service.
16. Support the assessment process for potential new students including writing assessment reports/observations with the supervision of line managers and the assessment officer.
17. When required take on the responsibility of being a student mentor including contributing to EHCP reviews.
18. Engage in the debrief and reflective practice process to ensure you feel supported and contribute to lessons learnt.
19. Working in line with the Restraint Reduction Network (RRN) Standards.
20. Strive to support the students to build their confidence, develop their independence and support their achievement in the residential and educational environments
21. Carry out administration of medication after undergoing competency assessment supported by the care team and working in line with the Medication policy and procedures.
22. To work in line with The Mental Capacity Act and it’s underpinning principles.

**General**

Attend all Henshaws mandatory and role specific training sessions, taking responsibility to ensure training is up to date.

Take responsibility for your own personal and professional development, including CPD 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 across the campus and society 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 |
| 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.**