

Job Description & Person Specification

Job Role:	Support Worker
Job Family:	Support Staff
Job Department:	Support Staff
Line Manager:	Short Breaks Senior Lead
Responsible to:	Short Breaks Manager
Salary/Grade:	Grade B
Appointee Name:	
Appointee Signature:	
Date Signed:	

Support the development of high-quality care and support to access the Short Breaks service. Working within safeguarding guidelines, assist in the preparation and delivery of care and play opportunities and the day to day running of the short breaks provision. Provide a safe, fun, and enjoyable environment for the children. You must be patient, enthusiastic and motivated.

Key accountabilities, duties and responsibilities

- Supervision of all children attending the provision
- Set up play spaces
- Ensure activities are safe, creative, inclusive and appropriate
- Ensure the provision is clean and tidy, adhering to hygiene routines throughout the day
- Lead activities such as role play, outdoor play, arts, drama, story-telling, crafts and cookery
- Attend to children's interpersonal & intimate care needs (toileting, changing, administering medication, peg feed)
- Manage behaviours that challenge us in accordance with Brunel policies and procedures
- Be a positive role model to children and young people
- Provide children with drinks and snacks where appropriate ensuring health and hygiene standards are adhered to
- Consult with children and involve them in session activities
- Contribute to children individual skill plans, documenting observations during sessions
- Share information with the leadership team completing paperwork where necessary
- Take part in staff meetings and training where required
- Undertake appropriate training; first aid, safeguarding, food hygiene

Other duties

Please note that Brunel Academies Trust is based over several sites in and around the Swindon area and you may be required to work from different sites, including from home.

The post holder may be required to perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-valuation of a post.

Brunel Academies Trust CEO retains the right to implement changes to this job description to reflect changes in the demands of the post and this will be done in consultation with the post holder.

Special conditions of employment
<p>Rehabilitation of Offenders Act 1974 This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the EP's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p>
<p>Safeguarding and Promoting the Welfare of Children and Young People The jobholder is required to follow all of the EP's policies and procedures in relation to Safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.</p>
<p>Health and Safety The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Education Provision's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.</p>
<p>Confidentiality and Data Protection The jobholder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Education Provision's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.</p>
<p>Equality and Diversity The Education Provision and the Trust are committed to equality and value diversity. As such the Education Provision and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Education Provision and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.</p>
<p>Training and Development The Education Provision has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.</p>

The Trust Operates a Strictly No Smoking or Vaping Policy

This applies to all Education Provision premises and those where Education Provision services are provided.

This job description is not exhaustive, and the post holder may be required to perform duties other than those given in the job description. The job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place. It also serves to detail performance expectations and will be used in monitoring effective performance.

The duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-valuation of a post however, this job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Brunel Academies Trust CEO retains the right to implement changes to this job description to reflect changes in the demands of the post and this will be done in consultation with the post holder

Sustainability Notice

We are committed to a sustainable future and to improving the social, economic, and environmental wellbeing of the community. We are dedicated to environmental improvements that foster a sustainable future and lead to social and economical improvements in the communities we operate within

Tasks/duties	Essential skills	Desirable skills
Qualifications and Training	<ul style="list-style-type: none"> • Basic knowledge in literacy and numeracy • Level 1 childcare or health and social care or equivalent or willingness complete relevant training • Be willing to undertake training including PECS, TEACCH and Team Teach training (Physical intervention for the management of challenging behaviour) • Be willing to undertake and implement training in manual handling, interpersonal & intimate care (including feeding and toileting) and medical needs 	<ul style="list-style-type: none"> • Working towards accredited qualifications • MIDAS trained • First Aid trained
Knowledge & Experience	<ul style="list-style-type: none"> • Model professional communication with CYP • Ability to provide documented records on CYP participation & achievement 	<ul style="list-style-type: none"> • Have experience and understanding of practice and principles for Safeguarding children, young people or vulnerable adults • Aware of time pressures and the need for effective time management. • Experience of working with CYP with complex needs • Have experience and understanding of Safeguarding concerns • Experience of working with CYP with Autistic Spectrum Disorder, including those who display behaviour that challenges us. • Experience in using PECS, TEACCH and/or other ASC approaches • Be aware of the need for risk assessments and safe systems for individuals
Skills & Abilities	<ul style="list-style-type: none"> • Be highly motivated • Be able to follow instruction • Basic ICT skills • Effective communicator • Ability to remain calm when dealing with behaviour that challenges us • Flexibility and adaptability • Be able to work in a team 	<ul style="list-style-type: none"> • Be able to use initiative and be willing to suggest initiatives to others
Personal Qualities and Commitment	<ul style="list-style-type: none"> • Promote independence to CYP • Respect confidentiality 	<ul style="list-style-type: none"> • Full, clean driving licence • Have a sense of humour

