

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

- 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 a re-evaluation 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.

Job Description & Person Specification

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