

Job Description
RESIDENTIAL SUPPORT WORKER

JOB TITLE: Residential Support Worker

MAIN LOCATION: Alderwasley Hall School/Alderwasley Hall School Sixth Form Centre (Devonshire House) and Cavendish House.

RESPONSIBLE TO: Head of Care/Registered Managers/Care Managers

MAIN RESPONSIBILITIES:

- For RSW's to promote a nurturing culture in our care and support students to benefit from their residential time
- To create a happy, safe and caring environment, which enables students to learn and communicate with confidence.

KEY TASKS:

- 1) To work within the framework and guidelines of the Quality Standards and Children's Homes Regulations (2015)
- 2) To be responsible for the safeguarding of children and vulnerable adults and adhere to the relevant safeguarding policies and procedures for their location
- 3) To provide individual and/or group interaction, care and support for pupils/students with special educational needs
- 4) To ensure that student's education, therapy and care is supported within a caring, safe and stimulating environment, and that the range of activities is designed to meet the individual/group needs of pupils

- 5) To act as a 'corporate parent' for each child and to maintain a high level of quality care in all situations
- 6) To work with parents and carers in an open and transparent manner
- 7) To participate in supervision and appraisals from your line manager in line with school performance management policy. This includes making yourself available for planned meetings with your line manager, agreeing to and signing a supervision agreement and signing all records of such meetings
- 8) Take responsibility for responding to any emergency by acting with care and with competence. To inform the senior on duty / call where necessary. Maintain and keep the site secure and safe at all times
- 9) To undertake the role and responsibilities of a key worker for allocated students as required. Undertake the organisation, development of care planning, recording and monitoring of residential provision for allocated students. This also includes updating risk assessments on a regular basis or when required
- 10) To liaise with students' families, classroom staff and other professionals on the wellbeing and care of students.
- 11) To assist with and promote personal hygiene, advice and guidance to students when required
- 12) To work within agreed timetables of school and pupil activities and maintain all appropriate written records as necessary and as directed, in line with school policies and Children's Homes Quality Standards and regulations (2015)
- 13) To attend and contribute to all relevant meetings and case reviews as and when directed
- 14) To administer medication in line with policy, procedures, regulations and guidelines and to be available for specific training and observation by the health promotion manager

and/or other senior staff

- 15) To work as part of a multi-disciplinary team and demonstrate a positive and supportive attitude to teamwork activities at all times
- 16) To liaise with other school staff and any external agencies as may be directed from time to time
- 17) To always maintain the very highest level of integrity at all times and positively promote the ethos and values of the school
- 18) To undertake such staff development and in-service training as may be advised. This to include induction training and attaining level 3 diploma, or equivalent, in caring for Children and Young People within two years of your start date
- 19) To work within all policies and procedures of Alderwasley Hall School, Sixth Form Centre and Cavendish House including health and safety policy legislation and Quality Standards and Children's Homes Regulations (2015)
- 20) You will be jointly responsible for the safeguarding of children and vulnerable adults in our care. It is a requirement of this role that you adhere to all relevant safeguarding policies and procedures
- 21) Work within the spirit and intentions of the equal opportunity and equality & diversity policies, including the Equalities Act 2010, and procedures and report any concerns to your line manager immediately
- 22) You, are required by The Health & Safety at Work Act 1974 to:
 - a) Take reasonable care for the health and safety of yourself and others who may be affected by what you do or don't do;
 - b) Cooperate with the Company to ensure compliance with the law

23) And under the management of Health and Safety at Work Act 1999 you as an employee are required to:

- c) Inform your employer of any work situation which you consider represents a serious and imminent danger and any shortcoming in the employer's protection arrangements for health and safety
- d) Ensure you do not misuse or interfere with equipment provided for your safety or the safety of others

24) To undertake any such duties reasonably expected of a Residential Support Worker