

## Job Description – Residential Support Worker

**Responsible To:** House Manager/Houseroom Leader

**Hours of Duty:** 37.5 hours arranged on a rota basis

**Qualifications:** Level 3 Diploma in Health and Social Care (Children & Young People) NVQ III in Caring for Children and Young People or a similar qualification recognised by Social Care Wales, **or gain the qualification within 15 months of being signed up to the learning programme**

### Purposes and Objective of Work

To ensure that pupils are cared for throughout the day in accordance with the highest professional standards, policies and procedures of the establishment.

To arrange, under the guidance of senior staff, that all individual programmes are carried out for each child in the most appropriate manner and that there is always a range of activities being implemented for each pupil or group.

To make sure that all pupils are dressed appropriately at all times and, under the guidance of senior staff see that their individual wishes, are met in relation to furniture and fittings of rooms.

Under the guidance of senior staff to act as a keyworker to designated pupils and record all relevant matters and contribute to all meetings purposely.

To support the senior staff and assume any delegated responsibilities at any time.

## **Duties and Responsibilities**

To be aware of the various needs of individual pupils, with particular reference to children for whom you are a keyworker, and ensure that a high standard of care is available to them at all times.

Ensure that programmes of activity and interest are available to each pupil at all times. This will include organising and accompanying pupils outside the school boundaries.

Assisting in the educational programme during term time.

To check clothing and personal possessions of pupils and ensure that they are in good repair.

The production of individual daily reports on each child is required.

To fully engage with pupils and take part in activities and leisure pursuits, including physical activities such as sports.

To participate in physical interventions as required and to attend regular training (physical intervention techniques).

To drive school vehicles when required and appropriate.

To complete the All Wales Induction Framework for the requirements to register with Social Care Wales within the required timeframe.

To take responsibility for ensuring all training classed as mandatory is kept up to date and undertake any training identified as necessary in order to carry out the role effectively.

Adhere to specific responsibilities under the Health & Safety at Work Act 1974 and the Management of Health & Safety Regulations 1999.

‘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’.

It is your professional responsibility to help protect those in our care and keep yourself and colleagues safe. Where you are required to provide close contact care, support or any level of physical intervention you will be required to wear PPE and take part in regular Coronavirus testing, this is mandatory across our services. In addition, you may be required to care for or support those who may have an illness, infection or virus such as Coronavirus (including asymptomatic cases), it is therefore strongly recommended that you have the Covid-19 vaccine and any required booster jabs where there is no medical or religious reason not to do so.

### **Review Arrangements**

The details given above reflect the duties and outcomes expected of this post at the time of appointment. It should be remembered, however, that over a period of time, or as circumstances change these details may change or be required to change. Consequently the Registered Manager or Principal will expect to revise this Job Description from time to time and will consult with the post holder at that time.

### **You as an employee are required by The Health & Safety at Work Act 1974 to:**

- Take reasonable care for the health & safety of yourself and others who may be affected by what you do or don't do.
- Co-operate with the Company to ensure compliance with the law.

### **Under the Management of the Health & Safety at Work Act 1999 you as an employee are required to:**

- 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 your health & safety.
- Ensure you do not misuse or interfere with equipment provided for your safety of the safety of others.

**The content and reporting lines will be reviewed regularly and will change over time.**