JOB SUMMARY

Post Title	***Apprentice Support Worker***						
Job Family	*Service Delivery*	**Pay Range**		**Line Manager to others?**	**No**	**Role profile ref**	*SD04*
Service Area	*Childrens Services*						
Line Manager	*Senior Support Worker*						
Location	*Beaulieu House*						

Job Purpose

Provide high quality care to children with disabilities in a children's home or short breaks setting. To promote a nurturing, safe and positive environment for in line with the Beaulieu House ethos.

Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

1. Support children with personal care, daily living activities and to progress against the 9 quality standards. Ensuring that children with disabilities progress and achieve in their development into adulthood.
2. To document and record all care provided, incidents and events in the home in line with local policies and to provide written reports and attend care reviews and meetings regarding the children.
3. To dispense and administer medication to children in line with risk assessments and competencies. Responding to medical events dispensing and administering emergency rescue medication.
4. To safeguard and protection children from harm or abuse, by identifying concerns and escalating in line with local policy.
5. To support children who have behaviours that challenge using PROACT SCIPr and restorative approaches identified in the child's plan of care including the use of physical intervention.
6. To work in partnership with parents as link workers to the child under the supervision of the senior support workers. Attend and contribute planning meetings and statutory reviews as a link worker as and when required.
7. Follow plans of support, such as care plans, risk assessments and behaviour support plans and to work within the legislation 1989 Children's Act and Children's Homes regulation's 2015.
8. Undertake household duties within the homes as and when required e.g., cooking, washing, cleaning, ironing, shopping etc.
9. Undertake stand-by shifts

Knowledge, Skills and Experience

Role Profile requirements.	**Job specific examples.** (if left blank refer to left hand column)	**Essential**	**Desirable**
Reliable, responsible.	*Proven ability to attend shifts as per the home's rota and have responsibility over a child's care for the shift.* *Experience of supporting children and being responsible for the care of a child.* *Ability to undertake link worker duties and*	**X**	

	other responsibilities in the home. *Demonstratable experience using initiative and work without supervision following a child's plan of care and risk assessment.* *Proven ability to work within competencies to support children in the home and community on a 1:1 or 2:1 basis.*		
Awareness and understanding of the customer's needs.	*Demonstratable understanding of childcare and children with learning disabilities.* *Good experience supporting children in children's home, childcare or education setting.* *Proven ability to complete training to improve and expand understanding of the children's needs.*		**X**
Evidence of practical experience in an appropriate work environment and ability to advise others on relevant issues.	*Good experience supporting children directly in a professional setting such as nurseries, schools or other care settings.* *Ability to support more junior members of the team with understanding how to support the children in our care.*	**X**	
Safe and competent use of relevant equipment / tools.	*Experience using equipment [such as hoists, wheelchairs and mechanical restraints] safely and as per policies and procedures.* *Experience ensuring that their training is up to date and book on refreshers when due or if asked to by line manager.* *Proven ability to read and follow all plans of care and risk assessments related to the care of the children* *Demonstrable ability in recognising, recording and reporting faults with equipment used in job role in a timely manner.* *Proven ability following home's health and safety policy as well as specific policies around the safe use of equipment.*		**X**
Knowledge of relevant health and safety procedures.	*Demonstratable knowledge of health and safety procedures in a care setting.* *Experience of following the health and safety procedures.* *Proven ability to continue to develop knowledge and skills through training identified in the workforce plan, such as safeguarding, COSHH, Infection control and medication management, is completed.*		**X**

	Experience following policies around key health and safety areas are followed and any breach of policy reported. *Proven ability to follow the homes dress code, complete PROACT SCIPr-UK training and follow behaviour support plans.*		
Ability to communicate clearly to build trust both one to one and with groups.	*Proven ability to communicate and work well as part of a team and independently.* *Good experience of communicating with a wider team in written form, email, handovers and team meetings.* *Ability to communicate to partner agencies and parents professionally.* *Demonstratable ability to build a relationship with a child and understand their holistic needs.* *Proven ability to communicate effectively with children and recognise and overcome barriers of communication.* *The post holder must have the ability to work remotely with children and in the community on a 1:1 basis.* *Attend and contribute to team meetings, away days, supervisions and appraisals.*	**X**	
Ability to follow processes, carry out and review procedures, record and monitor information accurately.	*Good experience working in a care setting and following national and local guidance.* *Proven ability to follow policies and procedures for the children's home and national guidance and law.* *Demonstrable knowledge of how to respond to a safeguarding concern and follow the homes and local authorities safeguarding procedures.* *Proven ability to complete records to a high standard and responsible for completing these on each shift.* *Proven ability to ensure all records are kept in line with the homes policies and the children's homes regulations 2015.*	**X**	
Basic literacy and numeracy.	*Demonstratable ability to read, contribute to and follow plans of care, as well as medication administration records and complete basic drug calculations.*	**X**	

Practical knowledge of ICT systems.	*Demonstratable ability to use Microsoft Office products such as Outlook, Word and recording on electronic children's records.*	**X**	
Able to maintain accurate records as and when required.	*Demonstrable ability to complete records to a high standard which can be used in legal processes, be viewed by the child and their family and shared with social workers and relevant managers as part of safeguarding investigations.*	**X**	
Qualifications			
Role Profile requirements.	**Job specific examples.** (if left blank refer to left hand column)	**Essential**	**Desirable**
GCSE level qualifications or equivalent experience	*Maths, ICT and English*		**X**
Level 3 Childcare or equivalent	*Completed or willing to enrol on the course, must be completed within 2 years of employment.*		**X**
May require relevant certifications including evidence of fluency in English language.			
Other Requirements			
Requires an enhanced DBS			
To work flexibly over weekdays, weekends, morning, evenings and undertake sleep in duties.			
Drive fleet vehicles if you hold a valid driving licence			
When employed as a Night Support Worker you must be able to work waking night shifts			
Must complete Level 3 diploma in Residential Childcare within 2 years of starting qualification			
Will move into Permanent contract upon successful completion of the diploma and move to Grade 4			
Organisation Structure (optional)			