



Job Description

- 1. Job Title:** Support Worker
- 2. Responsible to:** House Coordinator / Team Leader

Summary of Core Role and Responsibilities

Assist the House Coordinators & Team Leader in their role.

As Support Worker you will be responsible for the following areas within your house:

- Liaise with House Coordinator and Team Leaders daily and when necessary
- Inform senior care staff of significant events such as illnesses, accidents, incidents, concerns etc. as soon as practicable
- Inform senior care staff of any changes in behaviour or health, which may affect the general well-being of the pupils.
- Accompany pupils to medical appointments as required
- Order and purchase food and other household supplies according to budgets with agreement of senior care staff
- Organise leisure and free time activities for pupils
- Write record all necessary information
- Communicate effectively with colleagues
- Pass on relevant information to night staff regarding pupils
- Manage pupils personal allowance
- Keep house clean and hygienic
- Take part in supervision and mentoring sessions as well as appraisals
- Report maintenance needs
- Taking part in the weekly house meeting
- Ensure incidents and accidents are recorded and signed by House Coordinator / Team Leader
- Ensure all pupils records such as weight charts etc are filled in on a regular basis
- Organise laundry for the house
- Meet with senior and all house care staff once a week or when required
- Be prepared to support in school as required.
- Be prepared to work in another house as needed and required by the Sheiling School
- Participate in Festivals and Community activities

- Take part in the regular reviews of the pupils in your house to update Placement Plans, Risk Assessments, Positive Behaviour Management Plans and any other relevant documents
- Participate in training, meetings and personal development
- Carry and support the cultural and social life in your house community. Work in accordance with the Mission Statement of The Sheiling School as a Camphill Community

Accountability

As Support Worker you are accountable to the House Coordinator and Team Leader in your house and to the Head of Care, Deputy Head of Care and ultimately to the Trustees of the Sheiling School.

Additional duties and responsibilities:

Performing with appropriate professional care any other tasks, duties and responsibilities within reason that further the aims and objectives of Thornleigh Camphill Communities.

Thornleigh Camphill Communities reserves the right to vary or amend the duties and responsibilities of the post and the post-holder at any time according to the needs of its charitable business.

Person Specification Support Worker

	Essential	Desirable
Education/Training	<ul style="list-style-type: none"> • Good Standard of General Education 	<ul style="list-style-type: none"> • NVQ3 in Health and Social Care or equivalent • Other Steiner based qualification • First Aid Qualification • Food Hygiene Qualification
Work Experience	<ul style="list-style-type: none"> • Experience of working with adults or children with learning difficulties • Experience of working with adults or children with challenging behaviour • Previous experience of positive working relationship with colleagues 	<ul style="list-style-type: none"> • Experience in writing reports • Experience in keeping confidential records • Previous experience of holding a similar position in a residential special school
Knowledge	<ul style="list-style-type: none"> • Openness to the educational principles articulated by Rudolf Steiner and Karl Konig • Awareness of Camphill principles • Knowledge and appreciation of Child Safeguarding • Knowledge of medical conditions – epilepsy, asthma etc • 	<ul style="list-style-type: none"> • Knowledge of the National Minimum Standard for Residential Special Schools
Skills, abilities and attributes	<ul style="list-style-type: none"> • Confidence to meet difficult situations with a calm and mature attitude • Able to work with a variety of colleagues and professionals from different backgrounds as part of a team • Effective time management 	<ul style="list-style-type: none"> • Excellent organisational and planning skills • Highly motivated and able to inspire pupils and colleagues to set goals • Excellent decision making ability

	<ul style="list-style-type: none"> • Good communication skills • Good command of English – written and verbal • Ability to monitor progress • Computer skills – use of MS Word, emails 	
Personal Qualities	<ul style="list-style-type: none"> • Genuine interest to work with children with learning disability • Positive outlook to life in general • Healthy lifestyle, high energy levels and good attendance record • Ability to take responsibility and take initiative 	<ul style="list-style-type: none"> • Flexible working approach • Self awareness
Additional requirements	<ul style="list-style-type: none"> • Suitable to work with vulnerable children 	