



## Acorn Park

### JOB DESCRIPTION

<b>Job Title:</b>	<b>Support Workers [Residential]</b>
<b>Hours:</b>	2080 on an annualised hours and rota basis
<b>Salary Range:</b>	£17,850 - £19,500
<b>Terms and Conditions:</b>	Annual Leave – 252 hours per year inclusive of statutory holidays
<b>Location:</b>	Acorn Park, Andrews Furlong, Mill Road, Banham, Norfolk
<b>Responsible to:</b>	Principal
<b>Reports to:</b>	Senior Managers

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Acorn Park is a Residential and Day Special School offering care and education for students aged 4-19 years with Autism and either Moderate or Severe Learning Difficulties. A post 19 college is also situated on the same site for young adults with autism.

Acorn Park is located in an attractive yet safe and secure setting amidst the rural peace of over 30 acres of parkland.

#### **Job Purpose:**

Be part of the residential team offering a comprehensive service to our children and young people (students), the aim being to ensure the physical, social and emotional care, and development of the young residents and ensure consistency of learning throughout the 24 hour curriculum to reach the students potential.

#### **Main Responsibilities:**

- To act as a key worker to the students when allocated
- To promote the development of the children and young people in their activities
- To support and work with students in the Education setting when required
- To communicate effectively and clearly by all means of communication
- To ensure high standards of personal hygiene for each student and support them with personal care needs
- Make informed decisions about students inline with the protocol of the setting
- Help to promote structure, boundaries and domestic routines; ensuring a pleasant, clean and safe environment for the students in your care
- To work in line with student's care plans
- Forming relationships with student which will facilitate the care and assessment process and encourage them to participate fully in the opportunities offered by Acorn Park
- To provide practical support to the student, both individually and in groups, enabling them to take as much responsibility as possible for all aspects of their daily life, and to allow choice wherever possible.
- To encourage the students to follow hobbies and take part in recreational, social and fun activities, this includes To support them on off-site activities and encourage development into the community



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- Undertake direct work with the student, in consultation with and as agreed with other professionals, to improve motor skills, social skills etc.
- To provide and maintain good professional relationships with all colleagues and any other interested internal or external parties, to contact parents, families, social services and key stakeholders as professionally required
- To provide a positive role model for the students, presenting yourself in a highly professional manner throughout the waking day
- Ensure that your conduct at all times does not conflict with the professional expectations of Acorn Park
- To complete daily house duties including laundry and general domestic tasks of the residential house
- To help maintain a good physical environment which is conducive to high standards of care and treatment for the student, to ensure any threat is removed that may obstruct their health, welfare and normal development, both from inside and outside the Home.
- To oversee any specific needs are met such as:
  - Dietary requirements
  - Culturally significant activities
  - Religious observance
- Ensure there is a high level of security and safety of the building is maintained and to report any issues or concerns regarding safety immediately to the relevant person(s).
- To participate fully in developing and maintaining a cohesive team approach across both shifts to all aspects of the work of Acorn Park
- To complete and maintain administrative records on the students as required
- To ensure that the children and young people carry as much responsibility for their own lives as they can reasonably and demonstratively be expected to carry, keeping them informed of their circumstances and rights, involving them in planning their lives and supporting them and helping them towards taking greater control and responsibility.
- To provide ongoing support to the children and young people who will transfer homes or who have left Acorn Park, as appropriate.
- To safeguard students and inform the relevant Managers as and when a concern arises
- To participate in, complete and maintain reports for, Statutory Reviews and other reports or meetings concerning the students
- To undertake relevant training programmes as required by the National Minimum Care Standards (including QCF related training after a successful probationary review) and keep you knowledge updated relating to support of students with autism and learning difficulties.
- Ensure the respect, dignity and rights to privacy of all students as far as is reasonably practical.
- To work in accordance with the National Minimum Care Standards for Children's homes and co-operate with any inspection process
- To advise other colleagues on professional matters within your area of competence



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- To attend and participate in supervision and staff meetings as required in accordance with the National Minimum Care Standards
- To work in partnership with colleagues and other professionals to meet the social, emotional, education, health and mental health needs of the students and yourself
- Is able to have a good working knowledge of the content of care and behaviour plans for students you work with
- To abide by the policies, procedures and guidelines of Acorn Park and Group

### **Further responsibilities:**

- To be responsible as a Key-worker to a student. To effectively engage students and relevant stakeholders in planning processes on behalf of the student
- To assist and accompany the students to Medical and other appointments.
- To maintain a safe environment, complying with Health & Safety and other legal requirements
- To report to the Registered Manager or another appropriate person, in the event of awareness of bad practice

People with Autistic Spectrum Disorders (ASD) can present difficult to manage challenging behaviour. This may on occasions necessitate having to physically intervene or remove students from potentially difficult or hazardous situations in line with their agreed behaviour management programmes and Acorn Park School physical intervention policies. All staff working with students undertake Team Teach training and these are the only techniques permitted to be used. All staff are expected to read and abide by company base policy on behaviour and physical intervention.

Maintain confidentiality for all areas of Acorn Park, its staff and its work. The nature of the work within the company entrusts people with confidential information about people with autism, their families/carers and staff.

*All contact staff will be expected to wear a uniform of a sweatshirt and/or polo shirt which is provided by the school.*

The duties and responsibilities outlined above do not represent a full list of the tasks the post holder will be expected to perform. It is also recognised that the duties of all posts are subject to change from time to time. Alterations to duties and responsibilities and performance of similar tasks within the scope of and at the same level will be expected. It is expected that this job description will be regularly reviewed by the post holder and his/her manager. These discussions will normally take place during the Staff Development Review interview.



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### Person Specification – Support Worker

*Method of Assessment: A = Application form I = Interview*

<i>Job Requirements - Essential to the role, Desirable to the role</i>		<b>E</b>	<b>D</b>	
<b>Equal Opportunities</b>	Has the ability to demonstrate an awareness of equality issues as it relates to professional conduct and employment practice	X		AI
<b>Education / Qualifications</b>	NVQ/QCF level 3 in Health & Social Care or commitment to work towards qualification	X		AI
	Valid driving licence		X	AI
<b>Knowledge</b>	A good knowledge of the National Minimum Standards and the inspection process	X		AI
	Good awareness of health and safety issues	X		A
	A working knowledge of Autistic Spectrum Disorders (ASD) and related conditions and how that impacts the students behaviours	X		AI
	Understands the principles of care plans working together with professional colleagues to achieve agreed objectives	X		I
	Understands to the Children Act 1989		X	I
	Can demonstrate an understanding of the Triad of Impairments within Autism.		X	I
<b>Skills/Aptitude</b>	Good relevant communication skills (oral and written), speaks both clearly and fluently	X		AI
	Good level of IT skills	X		AI
	Abel to establish good relationships with students keeping clearly understood boundaries	X		I
	Understands challenging behaviours associated with Autism	X		AI
	Provide personal care	X		I
	An ability to plan, support and deliver activities for students with ASD	X		I
<b>Experience</b>	Relevant experience in care	X		A
<b>Personal Qualities</b>	Positive and flexible attitude to work	X		I
	Tact, diplomacy, Patience	X		I
	Awareness that the environment has difficult/challenging situations created from students behaviours	X		I
	Persistence, Motivation and Initiative	X		I



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	Reliable timekeeping and attendance	X		I
<b>Fitness</b>	Has a good level of fitness to move, physically intervene or remove students from challenging situations	X		AI
<b>Health</b>	Good health – this role can be physically demanding	X		AI
<b>Circumstance</b>	Ability to work on a shift basis	X		I