

JOB DESCRIPTION

Job Title: Student Support Worker
Department: School, Further Education, Residential Care
Reports to: Line Manager
(to be specified according to working environment)

Job Purpose

To support student development under the direction of the relevant line manager by contributing to the students' educational, social and developmental curriculum and participating in its delivery as a member of a co-ordinated team.

Key Tasks

A Student Support Worker may be responsible for all or some of the following areas.

- To create in conjunction with other members of staff a caring, safe and acceptable atmosphere in which growth and independence are fostered by the maintenance of a supportive and positive role.
- Providing a continuity and consistency of support to the relevant line manager thereby facilitating the student's access to and progress in any educational, social, therapy or developmental programmes that are being applied.
- To undertake specific tasks with individuals or groups as directed by the line manager or other senior staff members.
- Ensuring all relevant information relating to the students (e.g. concerning behaviour, personal development, medical incidents etc.) is relayed to appropriate staff members and recorded in accordance with Young Epilepsy's policy and procedures.
- To follow and act upon Behaviour Management guidelines, advice and programmes in line with the philosophy of positive reinforcement and the Behaviour Management policy at Young Epilepsy.
- To provide the students with encouragement, reassurance and comfort, and when necessary to help in the management of those students who may be aggressive, distressed or disruptive, in accordance with skills and training.
- Supporting at all times the long term aim for student independence by encouraging the growth of these skills, but to nonetheless assist, when appropriate, with the physical and personal care of the students.
- To lead and participate in various recreational, educational and social activities and to accompany students either to other areas of the site or off site for scheduled meetings or activities.
- To supervise students during breaktimes.

- Liaising with other staff (Line Managers, Student Support Workers, and Teachers etc.) during the allocated 'handover' periods regarding the students' behaviour and development.
- To attend meetings, in conjunction with the line manager, with both educational, care, therapy and medical staff concerning students and to complete any relevant paperwork for these meetings.
- Assisting with assessing, planning and reviewing student progress.
- To undertake the role of Keyworker for a specified number of students, with special responsibility to ensure a consistency of the support provided and to identify any issues concerning development.
- Attending appropriate in-service training as required by the job role.
- To ensure that educational and recreational equipment and aids are both prepared and cleared away following direction from the Line Manager.
- To ensure any necessary administration (photocopying etc.) is completed and that supplies of consumable items are maintained at an appropriate level as advised by the Line Manager.
- Attending and passing Young Epilepsy's medication course and consequently applying this knowledge and administering medication when required by the students.
- To undertake any activities as may be required to ensure the safe and effective running of any assigned working area in compliance with Health & Safety regulations.
- To receive parents and visitors and participate in open days and conferences as required.
- To liaise with parents in an informal manner, but nonetheless in accordance with Young Epilepsy's policy, as required.

To work in any area of the education department or to transfer between areas as requested by the Line Manager

General

Ensure all duties are carried out in accordance with Health & Safety regulations as given in Health & Safety Manual.

This Job Description is not exhaustive and the postholder may be required to undertake other appropriate duties and projects from time to time.

Young Epilepsy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

Job Specification
Directorate

Student Support Worker
School, Further Education, Health and Social Care

Key Criteria	Essential	Desirable
Qualifications	Numeracy and Literacy Level 1	Numeracy and Literacy Level 2 Relevant NVQ3 or equivalent Relevant Degree
Experience		Work or voluntary experience of working with children or young adults Experience of young people with disabilities Experience of personal care Experience of leading a recreational, educational or social activity with a group of young people
Skills and Knowledge	To be able to provide consistency of care and support to the student group Ability to interact with a range of people/young people To be able to take direction from supervisors in line with Young Epilepsy's policies and procedures Ability to communicate effectively both verbally and in writing Ability to liaise with others, attend meetings and report on student progress Ability to work as part of a team Good organisational and time management skills Ability to prioritise and respond to differing demands as required To be prepared to undertake training requirements of the position	Knowledge of young people who have complex and multiple learning disabilities including challenging behaviour Knowledge of Safeguarding/POVA
Personal Qualities	Sensitivity, integrity, adaptability Ability to work flexible and unsocial hours Good attendance record Work with the organisational values Undertake relevant qualification(s) and training to meet requirements of job role – i.e. literacy and numeracy, CACHE in school and NVQ3 in Care and FE To be prepared to develop further training and knowledge beyond the basic requirements of the position	