



Post Title: BOARDING SUPPORT WORKER

Place of Work: West Heath School, Sevenoaks, but the nature of the work may require travel to other School related sites

Hours of work: Term time only (39 weeks) 1pm to 11.30pm Monday to Thursday plus every third Friday 10.30am to 4.30 pm

Salary: £ 18,207 to £ 20,000 depending on qualifications and experience

Accountable to: Residential Care Manager

Main Purpose of role:

To support School students in a boarding environment with life skills, extra-curricular activities and day to day living whilst working as a member of the care team and wider school team

Principal tasks and responsibilities:

- To work closely with individual children and young people, acting as their Key Worker. Liaising with their family and referring agency in ensuring a consistent approach to meeting the individual needs of our children and young people
- To ensure the care/boarding provision promotes and safeguards the welfare of children
- To be part of monitoring, evaluating and reviewing the care provision.
- To ensure each residential pupil has an up to date and effective care plan.
- To ensure each residential pupil's objectives within their Statement of SEN/ are worked towards and that their care plans are current
- To attend student annual review meetings as necessary and prepare quality written reports.
- To work in liaison with other internal and external professionals, to achieve positive outcomes for students.
- To liaise and communicate effectively with parents and carers.
- Taking responsibility for the health and safety of young people, staff and buildings.
- To develop constructive leisure time activities for our children and young people.
- To have day to day contact and supervision of our children and young people, setting and maintaining boundaries where appropriate, so that we all feel safe.
- To assist in the general household management of our boarding facilities, which could include cooking, preparing meals and other domestic duties.
- To safely administer medicines, drugs and dressings and under the direction of the child's GP, care for children who may be ill or injured.
- To sleep in if required

General

- To act as a positive ambassador and role model for the School in all opportunities supporting the School mission, goals and values

- To maintain a high standard of probity in professional, personal and financial matters, maintaining good relations with colleagues and external partners
- Work flexibly and efficiently to maintain the highest professional standards
- To act in accordance with the School's code of conduct
- To uphold and promote the School's commitment to equality and diversity
- To undertake any other duties as may reasonably be required.

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

CRITERIA	ESSENTIAL/DESIRABLE
Qualifications:	
Willing to undertake NVQ Level 3 Working with Children and Young People	E
NVQ3 Working with Children and Young people or similar	D
Good standard of education	E
Experience:	
Providing support to children in a residential setting	E
Working in a high demand environment	E
Inspire, motivate and challenge students to achieve outstanding outcomes.	E
Knowledge:	
Safeguarding procedures	E
Children's Act 1989 and 2004	E
Attachment theory	D
Technical skills/abilities to include:	
Has a collaborative, supportive and tolerant approach.	E
Reflective, and embraces new initiatives in order to improve performance.	E
Clean driving licence and willingness to use own vehicle or School vehicles as required	E
Ability to work as part of a diverse team	E
Competent IT skills	E
Proactive and flexible approach	E