



Post Title: WAKING NIGHTS 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) -11pm to 9am Monday to Thursday

Salary: £ 15,150 to £ 20,134 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 to provide a care provision and safeguard their welfare at all times
- 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 liaise and communicate effectively with parents and carers.
- Taking responsibility for the health and safety of young people, staff and buildings.
- 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 includes cooking, preparing meals, cleaning including windows, laundry, ironing, kitchen hygiene such as cleaning fridges/freezers, ovens on a regular basis and other domestic duties as required.
- 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 Liaise with on call staff in the event of an emergency as required
- Actively participate in hand over meetings and produce a written handover for the start of the day

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
Awareness of health aspects of night working and willingness to attend medical checks as required on an annual basis	E