

JOB DESCRIPTION

Job Title: Senior Youth Support Worker

Responsible to: House Manager/Team Leader

Accountable to: Head of Care

Purpose and Summary of Job

Cambian Lufton College is a specialist residential education provider for 16 to 25 year olds with ASD, learning disabilities, and complex behavioural and emotional needs. The college provides a 2-3 year pathway to prepare our students for adulthood, equipping them with the skills and qualities required to lead a fulfilled, independent and ambitious life.

Our FRESH values shape our college life, culture and development for both students and colleagues.

F – Freedom - The freedom and confidence to share opinions and ideas, to innovate without fear of criticism, and to challenge professionally.

R – Respect - For each other, for our students and their families, our differences, our individuality.

E – Empower - Our students, supporting learning, not doing for, each other to make decisions, take responsibility and drive improvement and positivity.

S – Support - Our students and each other to achieve and reach their personal best.

H – Honesty - Trust, integrity and transparency. A culture of owning and forgiving for mistakes, to instigate change and constant learning.

Our Senior Support Workers are key members of the care team, leading by example by modelling outstanding person-centred support and coaching our support workers, and working closely with students, their families and the care, education and clinical teams within the college to prepare our students for adult life.

Main Duties & Responsibilities

Our Senior Support Workers are key links between our students, support workers and our care managers, and are required to undertake delegated supervisory, shift leading and audit management responsibilities. Working directly with students for majority of the role, providing coaching and inductions to our new staff members and support workers and linking with the students named Tutor, you will be required to ensure students attend sessions on time, take part and are enabled to engage in learning, and provide support with personal care, medication, daily activities, communication and sensory needs and provide opportunities for students to practice their skills outside of the educational day.

Your responsibilities as a Senior Support worker may be assigned to specific homes and students. Completing health and safety audits, reviews of cleanliness, goal recording, medication audits and

ensuring fire documentation and training is in date for your colleagues are all integral parts of the role to ensure students are safe and homes meet the regulatory requirements of CQC.

Senior Youth Support Worker responsibilities include:

- To act as a positive role model for students and colleagues and have a “can do” approach to all situations, with a level of emotional intelligence and the resilience to cope and manage challenging situations
- To support the daily needs of the student including supporting with personal care, medication, activity planning and enabling independence through active support;
- To support the students links with their families and local community; promoting continued contact and involvement;
- To follow and role model strategies and prescribed support in communication, sensory and positive behavioural support plans
- To create a safe and happy environment in which to live and learn;
- To contribute to the placement planning and transition of your named students;
- To collate information required for the student’s progress and work collaboratively with clinical and education colleagues and support the students to progress towards their agreed EHCP outcomes;
- To ensure that documentation including student files / electronic records are up to date and well organised;
- To ensure that the student’s Personal information including support planning, risk assessments and other person-centred documents are kept up to date and to ensure students are involved in creating and reviewing their plans to ensure a wholly person-centred approach
- To know the student, which may include, although not limited to, their file, background and family details, their interests and hobbies, encouraging them to take part, join clubs etc;
- To support the students’ to express their views at various meetings such as the College, Student Council and house meetings;
- To support and encourage the students’ to actively feedback about the service they receive.

Managerial and Shift Leading

- To ensure that all duties are carried out to a high standard by yourself and colleagues by leading by example but also challenging poor practice, and coaching colleagues to ensure students are engaged, provided with meaningful activity and lead all choices where able in their daily lives;
- To allocate work to teams and individuals, ensuring deadlines are met and that the quality cycle for care is followed and all checks, audits and supervisions are carried out and documented as per college policy and process.
- To, as required undertake agreed specific staff supervisory responsibilities, such as staff supervision and induction of less experienced staff, maintaining all required records and complying with the College’s Supervision policy, and using observations and conversation records to motivate and encourage colleagues to develop their skills and practice
- To support the deployment of staff and other resources effectively to ensure that students are supported in the best possible way by understanding staffing requirements, rota and student preferences for allocations.

- Ensuring the homes in which you are allocated to work have any maintenance issues reported as per the college process, is clean, records for cleanliness completed and that staff are following at all times health and safety, fire, infection control and medication policies and procedures.

Role Model to Young People/ Students & Other Staff

To set a good example at all times to students in terms of:

- Appropriateness of dress and other aspects of personal presentation;
- Using appropriate language and humour (taking account of who is being spoken to, who is within earshot, and who or what is being spoken about);
- Demonstrating college values, and ensuring you supervise staff and support students respectfully, and with integrity
- Ensuring any safeguarding concern is raised immediately following the college process and on call system, documented as per the policy and procedure and escalated.
- Keeping up to date with all training, reading and signing of policies and procedures and demonstrating awareness of own personal and professional strengths and areas for development.

Working Pattern & Preparation

- To undertake a working pattern in accordance with the rota provided;
- To keep up to date with the development of each student in your care relevant records, education progress and reports;
- To be willing and prompt to undertake any household tasks allocated to you and any personal care tasks reasonably required for students;
- To willingly and co-operatively work in other areas and departments of the college portfolio when required by the Cambian Lufton College Leadership Team, whether on an occasional or regular basis, and whether by way of temporary or permanent placement;
- To willingly undertake offsite supervision or duties, such as accompanying a student when attending a medical appointment /check-up or other external appointments, or when travelling for a home visit; where reasonably requested to do so; This may also include supporting students to go away for short breaks and holidays.

Student Medication and Treatment

To where requested, train and administer medication and treatment in accordance with the safe administration of medication policy, following training and guidance from suitably qualified staff members.

CPI- Safety Interventions

To do all you reasonably can to obtain and maintain sufficiently good physical health to be able to undertake CPI training and annual re-accreditation.

To obtain and maintain at all times accreditation in the CPI system, including additional practice, training and refresher programs.

Personal Training & Professional Development

To be a reflective practitioner, that:

- Seeks out advice and supervision whenever necessary;

- Attends and contributes to supervision with good analysis and suggested solutions, as well as an agenda of items to discuss;
- Always makes high quality and well-presented written and spoken reports and records.

Other Training

To take responsibility for attending training when reasonably required to do so in order to promote the effective delivery of the role of Senior Youth Support Worker. This includes all mandatory training as well as other relevant specialised training to meet the individual needs of the students.

To undertake after completion of the care certificate, a level 3 or 5 diploma in adult care or other relevant qualification.

Support for Management

To proactively assist and support the House Managers in the development amongst staff and students of a positive attitude and approach towards each person and towards Cambian Lufton College policies and procedures, including college values, collaborative working, positive communication and teamwork (especially when difficulties or conflicts arise).

To actively contribute to the development and analysis of strategies, routines and solutions to student or staff issues, working at all times in liaison with the House Managers.

To actively assist the Cambian Lufton College's Management to:

- Prepare for any formal inspection by an outside agency, whether as a residential home, FE College, or otherwise;
- Promote Cambian Lufton College, by attending events, concerts, festivals, ceremonies and leavers' days

After College Clubs

If required, to attend, help to organise, run or help to run a regular after-college club and encourage the students' to participate, contributing to their EHCP and personal development, which complements and is consistent with the Cambian Lufton College's education and care curricula.

Driving College Vehicles

If permitted to drive the vehicles, always to do so in an appropriate, safe and responsible manner in line with policies and procedures that are in place.

Policies, Procedures & Standards

To work in line with Cambian Lufton College policies and procedure and to be able to summarise relevant information when asked.

To have an understanding of current relevant legislation.

Meetings

To attend all required student and staff meetings, and if asked to do so to take minutes and to promptly pass them to the House Manager for checking prior to distribution.

To contact, meet or liaise with external professionals, parents or visitors when asked to do so by the House Manager or Head of Care.

PERSON SPECIFICATION - Senior Youth Support Worker

This post is subject to full DBS checking. The following will be tested in application/ interview

Requirement	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Willingness to undertake all training as requested; • Commitment to undertake professional development. • Care certificate; 	<ul style="list-style-type: none"> • Relevant qualification in safeguarding; • Relevant care qualifications for example level 3 or above adult care diploma.
Experience	<ul style="list-style-type: none"> • At least 2 years previous experience is necessary; • A passion and commitment to gain the required skills knowledge and experience is vital; • Specific experience of working with young people or adults with learning disability, challenging behaviour; • Experience from in a similar setting 	<ul style="list-style-type: none"> • Experience of working with a positive behaviour support model.
Knowledge	<ul style="list-style-type: none"> • Safeguarding • Relevant legislation 	<ul style="list-style-type: none"> • Autism and Asperger's • Trauma and Attachment • Mental capacity and DOLS • Health and Safety.
Skills	<ul style="list-style-type: none"> • Good written and verbal communication skills; 	

	<ul style="list-style-type: none"> • Be able to work as part of a team or using own initiative. ; • Able to build positive relationships with Young people and a variety of professionals: • Able to engage with young people to support them to develop confidence, resilience and level of independence; • To be able to be a positive and consistent role model. 	
Other	<ul style="list-style-type: none"> • Seeks out advice and supervision whenever necessary; • Attends and contributes to supervision suggested solutions, as well as an agenda of items to discuss; • Always makes high quality and well-presented written and spoken reports and records; • To make yourself available for regular professional supervisions (and an appraisal at least once. • Consistency • Resilience • Punctuality and the ability to work flexibly • Ability to motivate self and others and to demonstrate integrity in all practice 	

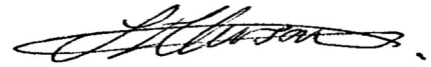
Jobholder.....

Signed.....

Date.....

Manager.....Sophia Cursons.....

Signed.....

A handwritten signature in black ink, appearing to read "Sophia Cursons", followed by a comma.

Date.....