

EAST PARK

Job Description

Job title:	Bank Support Worker
Location:	Care/Education teams
Responsible to:	Service Co-ordinator/Team Leader/Class Teacher/Workmates Manager
Accountable to:	Care Services Manager/Deputy Head Teacher

JOB PURPOSE

- To work as and when required and according to your availability, on a shift basis (which may include day, evening, weekends, night shift and some sleepovers) as detailed by the staff rota or as requested by a line manager.
- To be part of a team providing a high quality service for the children/young people with learning/physical disabilities including autistic spectrum disorders within one of six houses, or East Park School.
- To provide this care in a manner appropriate to the child/young person's individual needs, affecting all aspects of care, comfort and control in such a way that shows high regard for the rights of each child/young person.
- Working as part the team to safeguard the welfare, health and safety of the young people while; promoting independence, rights and choice; encouraging new experiences and inclusion; enabling them to develop valued social roles.

Key responsibilities

1. To be part of a team ensuring that the highest possible standard of physical, intellectual, emotional and social care is provided for each child.
2. To help create a warm caring home-like environment for each child/young person to grow and develop.
3. To help and support children to have opportunities to fully access mainstream resources within the local community.
4. To take a child-centred approach and ensure the young person's participation and views are sought in all areas of their daily life and future planning.
5. To sensitively assist colleagues in the personal/intimate needs of each child/young person, bathing, washing, dressing and toileting as appropriate to their individual needs.
6. To maintain confidentiality in relation to children/young people and staff.
7. Through direction from colleagues ensure that all care and support, including behaviour support is carried out in accordance with the agreed plan, the information in the young person's Personal Support Plan and relevant East Park policies and procedures.
8. To support the specific needs of children/young people with autism and ensure that the environment, activity planning and communication methods and strategies meet these needs and are in accordance with the child/young person's individual care and support programme/ Personal Support Plan.
9. To support children/young people in school, further education and in health settings as appropriate.
10. To safeguard and promote the welfare of the young people by cultivating a safer care environment and adhering to the East Park Safeguarding Children Policy and Safeguarding Vulnerable Adults Policy.
11. To report back any concerns regarding the emotional and physical wellbeing of young people, including any injury, accident and/or illness to the appropriate person and in accordance with

relevant East Park policies and procedures (e.g. Health and Safety Policy, Accident and Incident Procedure, Safeguarding Children Policy and Safeguarding Vulnerable Adults Policy).

12. To participate in leisure, play and community activities.
13. To participate, in accordance with the child/young person's care and support plan, and under the guidance of the line manager, in facilitating good relationships between the child/young person and their family and friends in order to maximise opportunities for continued involvement.
14. To be aware of the importance of spiritual growth as part of the child/young person's total development and to respect the child/young person's and family's beliefs.
15. Under the direction of colleagues maintain accurate and appropriate records, effectively complete daily notes and diaries and other relevant East Park documentation in accordance with East Park policies, Care Inspectorate standards and health and safety regulations.
16. To participate in preparing healthy meals and undertake all other domestic tasks (e.g. shopping, ironing) as appropriate for the running of the house.
17. To maintain professional boundaries with parents and other family members.
18. To work as a member of a team and be willing to be flexible with one another for the benefit of the children/young people.
19. To accept appropriate delegated tasks and responsibilities while recognising your own limitations and being accountable for working within the scope of your own level of skill, experience and qualifications.
20. To advise line manager of any concerns regarding work practices or performance of staff that may have a detrimental effect on children/young people or other team members.
21. To participate in effective shift changeovers and communicate effectively with colleagues either verbally or using appropriate communication systems.
22. To engage with internal and external colleagues, visitors and family members in a professional, positive and respectful manner.
23. To maintain standards as defined by the Care Inspectorate, Education Scotland, Social Work, National Autistic Society and CALM Training Services and in particular to adhere to the SSSC Code of Practice.
24. To take personal responsibility for acquiring and maintaining the appropriate professional qualifications required for full SSSC registration of residential child care workers.
25. To adhere to East Park policies and procedures.
26. To ensure adherence to fire regulations and to health and safety at work legislation.
27. To apply the principles of equality and diversity in all aspects of your work.
28. To undertake appropriate training in particular mandatory training during and out with normal working hours when required.
29. To carry out any other duties as reasonably required by the line manager.

Additional relevant information

It is in the nature of the work of East Park that tasks and responsibilities are in many circumstances unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises that tasks, which are not specifically covered in their job description, have to be undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the staff member's job, the job description will be reviewed in consultation with the member of staff.

PVG Scheme Check

This post is subject to PVG Scheme membership.

EAST PARK
PERSON SPECIFICATION

POSITION: Bank Support Worker

LOCATION: Residential service /School/Workmates

FACTOR	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<p>Skills and abilities</p>	<ul style="list-style-type: none"> • Effective written and verbal communication skills. • Able to read and accurately follow written care and support plans, personal learning plans or individual health protocols. • Ability to complete written recording forms including care and support log and other essential paperwork relating to East Park Policies and Procedures e.g. Accident and Incident Forms. • A good understanding of one's own abilities and limitations and able to recognise when to seek support and/or raise issues/concerns. • Sensitive to the needs of families with a child/young person with learning/physical disabilities/autism. • Diplomatic, courteous and professional manner when dealing with others. • Able to work co-operatively as part of a team. • Able to follow procedures and adhere to guidelines, policies and procedures. • Understanding of safer care, child protection and adult support and protection. • Able to cope sensitively and respectfully when assisting young people with personal care. 	<ul style="list-style-type: none"> • Emotional maturity • Calmness and emotional resilience when working with young people with challenging behaviour. • Able to complete homemaking tasks, i.e., cook, clean, iron • Basic I.T. skills • Able to participate in leisure, play and community activities • Able to plan and provide creative and meaningful activities for children/young people with disabilities • Skills in arts, crafts, sports, games or play 	<ul style="list-style-type: none"> • Application form, references and interview
<p>Equal opportunities</p>	<ul style="list-style-type: none"> • Commitment to equality and diversity • Commitment to the rights of people with disabilities 	<ul style="list-style-type: none"> • Ability to challenge discrimination appropriately 	<ul style="list-style-type: none"> • Application form and interview

FACTOR	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Knowledge, education and qualifications	<ul style="list-style-type: none"> • Minimum SVQ3 in Caring for Children & Young People or HNC in Social Care *or equivalent, as required by the Scottish Social Services Council criteria. • Knowledge and understanding of the emotional/physical needs of children/young people with learning disabilities including autism. • Sound basic standard of education. 	<ul style="list-style-type: none"> • Knowledge of current policy and practice trends in disability and social care. • Knowledge of child protection principles. 	<ul style="list-style-type: none"> • Application form and interview. • View qualifications
Experience	<ul style="list-style-type: none"> • Experience of caring for/working with children/young people/young adults 	<ul style="list-style-type: none"> • Experience of working with children/young people with physical/learning disabilities, autistic spectrum disorder and challenging behaviour. • Experience of working in a community/residential setting and/or school 	<ul style="list-style-type: none"> • Application form, references and interview
Any other requirements	<ul style="list-style-type: none"> • Able to work unsociable hours, including shifts, sleepovers and weekends. • Flexibility in work settings – may be required to work at any East Park site. • Able to lift safely after appropriate training • Fit and active. (The work can be physically demanding, as it involves work and play with active children and young people) • Self-motivated and able and willing to personally pursue professional development needs if necessary in one's own time e.g. gaining required qualifications. • Ability and commitment to maintain confidentiality. • Eligibility to work in the UK • Eligibility to work with children and other vulnerable groups. • Registration with SSSC or other appropriate regulatory body on appointment if already working in residential child care or within 6 months of new appointment. • Ability to prove identity with necessary documents (see East Park Recruitment and Selection Policy Statement). 	<ul style="list-style-type: none"> • Clean driving licence 	<ul style="list-style-type: none"> • Application form and interview. View licence • Photographic ID, birth certificate, passport, visa checks as appropriate. • Enhanced Disclosure Check • SSSC or other relevant register check.