

Job Description

School	Bradstow School
Post Held	Assistant Key Worker
Salary Scale	Scale 3
Hours	41 hours per week - 52 weeks per year including split, early, late and weekend shifts
To Whom Responsible	Care Management Team

Aim of the post:

To welcome warmly and connect kindly with all children and young people at Bradstow, working as a part of a team of care givers supporting a group of young people within a home. Whilst nurturing a Culture of Gentleness, Assistant Key Workers will take an assisting role, as a committed parent or carer would, in supporting the Keyworker with one or two young people's ongoing learning and personal development in the home and advocating for their needs in their schooling, healthcare, relationships and social life.

Duties:

- To nurture and sustain a Culture of Gentleness in the home and support this across the school community, providing a role model for children and young people by working in ways that are attentive and responsive and intentionally apply Bradstow's visions, values and organisational behaviours.
- To consistently find ways to support and improve the child/ young person's personal environment, sense of companionship and community in their home at Bradstow. **(The quality and purpose of care standard Reg. 6)**
- To work harmoniously with colleagues and other professionals in the care and support of the children and young people both during school hours and in their home at Bradstow. **(Leadership and management standard Reg. 13)**
- To prioritise the needs and ensure the health, wellbeing and safety of the children and young people within the home at all times, including providing support for intimate personal care. **(Health and well-being standard Reg.10)**
- Enable child/young person to connect and communicate effectively with parents/carers, making sure a variety of methods, including – as appropriate – telephone, e-mail, iPad (skype, web-cam) are available to make this possible; to maintain a log of calls home; to be an escort and companion on visits to parents/carers. **(Contact and access to communications Reg.22)**
- Through speaking only kindly, encourage positive relationships both as the first point of contact between Bradstow and the child/young person's parents, carers and any external professionals, communicating politely and courteously at all times; to write weekly letters home to parents/carers of key child/ young person **(Engaging with the wider system to ensure children's needs are met Reg. 5)**
- To reflect and to adjust how each child/young person can contribute positively to daily household routines and activity plans, using dynamic risk assessment to help each young person to feel safe and to engage meaningfully in their home and life. **(The quality and purpose of care standard Reg. 6)**

- Using information from reflection to learn how to help define, organise, implement and update child/young person's' Individual Education Plan, Individual Activity Plan, support plan and personal care plan and associated targets, in collaboration with colleagues and include up to date personal information (Sched. 3 Reg. 36 NCH Regs 2015)
- To ensure that **when supporting Key Workers** that all records relating to children/ young people are;
 - Written kindly and compassionately
 - Legible when handwritten
 - Detailed, non-stigmatising, careful, objective and clear
 - Distinguish between fact, opinion and third-party information
 - Helpful to each named child/ young person
 - Stored securely and shared appropriately, adhering to Bradstow confidentiality guidance
- Through assisting with weekly keyworker sessions with child/young person, keep the young person at the centre of what you do when attending and advocating for their goals and aspirations, now and for the future; in team meetings, their Looked After Child meetings, Reviews and other meetings as required, both at school and elsewhere. **(Reg. 7: The children's views, wishes and feelings standard)**
- To carry out sleeping-in duties when required.
- To work effectively and reflectively together with colleagues, willing to take the lead in the home as required.
- To adhere at all times to the schools policies and procedures, maintaining good practice which meets or exceeds the Quality Standards as set out in the [Children's Homes Regulations \(Regs. 4-14\) 2015](#).
- To demonstrate a commitment to life-long learning, through completion of induction learning handbook within 6 months of starting employment (probationary period) and participation in continuous professional development, to include weekly reflective practice through the use of video reviews and participation in supervision as frequently as required for the role. **(Reg. 33: Employment of Staff)**
- To commit to achieving the Level 3 Diploma for Residential Childcare within 2 years of employment at Bradstow, or to hold equivalent qualification. **(Reg. 32: Fitness of Workers)**
- Any other duties commensurate with grade as directed by Line Manager or Senior Management
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and statutory guidance (Working Together, 2015) in relation to child protection and safeguarding children and young people as this applies to the role within the organisation. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role. **(The protection of children standard Reg. 12)**
- To ensure that the Head of Residential Services or their deputy is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection, including concerns about the practice of a colleague. **(The protection of children standard Reg. 12, Reg. 33: Employment of staff)**

This job description may be amended at any time after discussion with you

Person Specification

Assistant Key Worker (52 week)

Qualifications and experience -

1. Some experience working with children and young people or adults with Additional Educational Needs and experience in the challenges of supporting positive behaviour. The member of staff will be required to achieve Level 3 Diploma for Residential Childcare within 2 years of commencement of employment.

OR

Eighteen months as above, plus an appropriate qualification gained in further education, e.g. NVQ level 3, BTEC National Certificate.

Knowledge, abilities and skills -

2. Ability to respond calmly and gently to the needs of children and young people with Learning Difficulties, Autism, particularly when they are communicating through behaviour that challenges us.
3. Ability to define and implement student's IEP's (Individual Education Plans) and support the keeping of records and write reports that are of good quality.
4. Ability to contribute to the organising and carrying out of activity plans for individual and groups of children/young people, drawing on new ideas to promote young people's self-confidence, independence and connections in the local community.
5. Willingness to take part in the daily routines of life at Bradstow, including supporting young people with intimate personal care, household tasks.
6. Ability to work effectively and professionally with all those involved with the care, safety and wellbeing of the young people; including allocated support staff, the wider school staff, other professionals, the community and parents and carers.
7. Ability to work harmoniously together with a range of people to realise the goal of helping each young person to live a real life
8. To professionally and clearly articulate the needs of child/young person in a range of situations; including using email and writing reports on a computer.
9. Willingness to accompany children/ young people to take part in a range of preferred activities of their choice, including swimming, at Bradstow and at community facilities.
10. A willingness to contribute to the life of the Bradstow Community.
11. Self-awareness and emotional resilience; the ability to manage the mental and physical demands of working at Bradstow and an understanding of strategies that prevent workplace stress.
12. It would be desirable (but not essential) to have a full, clean driving license and be prepared to drive school vehicles, subject to required local authority insurance conditions.

13. Knowledge and understanding of the Quality Standards as set out in the National Children Homes Regulations 2015 and Working Together 2015.

14. A commitment to working in ways that promote inclusion and equality of opportunity.

Working at Bradstow can be both physically and mentally demanding. In order to be able to cope with this stress, candidates must be both physically and emotionally robust.

Candidates are shortlisted according to these stated criteria. Please list each supporting statement according to the numbers above.