

Function:	Doucecroft School, Eight Ash Green, Colchester, Essex
Job title:	Residential Support Worker
Reporting to:	Care Manager, Deputy Care Manager, Team Leader
Hours of work:	52 week flexible working contract to include, evening shifts with some weekend work. To work no more than 40 hours per week with working hours agreed two weeks in advance.

Autism Anglia is a well-established charity providing direct provision for people with Autistic from pre-school to adults. We provide a range of services to enable people with autism to live as independently as possible and experience choice and inclusion in society. The ethos of our work is based on the following five key themes.

- To provide skills and strategies to people with ASC
- To always adopt a personalised approach
- To have a shared understanding of a person and their strengths and needs
- To have power with rather than power over a person with ASC
- To see people with ASC as independent and valued citizens

Main Purpose of Post

Residential Support Workers will work directly with students to support the development of their individual independent living skills and interests. It is essential for staff to be actively involved in the delivery of all aspects of the 24 Hour Curriculum and in each student's personal and social education.

Staff will be expected to provide a high quality of care and specialised service to students and to treat each student with dignity and respect whilst being sensitive to individual needs, strengths and difficulties.

Specific Responsibilities

- To be aware of and comply with policies and procedures relating to the school, specifically, but not exclusively, those relating to Child Protection, Health and Safety, Security, Confidentiality and Data Protection
- To provide a high quality of care and contribute to the smooth running of the residential environment.
- To work co-operatively with colleagues to maintain the efficient organisation of the residential house and classroom (if applicable)

- To be flexible in working arrangements and the allocation of duties to ensure effective team working
- To be prepared to be actively involved in all forms of training including induction, in service training courses and participation in the supervision process
- Ensure student and staff safety is maintained at all times
- Implement planned activities in the residential settings to broaden and develop students' experience of leisure and social interests and independent living skills
- Ensure a high standard of 'good housekeeping' is maintained, including monitoring and maintaining the quality and quantity of resources, organising laundry, keeping the house clean and tidy, preparation of meals etc
- Maintain appropriate records in line with current policies.
- Contribute to information for formal handovers, ensuring that there is a good flow of communication across both settings
- To attend meetings relating to students, if required. Some meeting may be outside normal working hours
- Maintain good relationships with parents/carers, outside agencies and the general public through maintaining a high degree of personal and professional integrity
- Play a full part in building good relationships with other staff and students and with parents/carers and external bodies, but at all times to communicate appropriately and maintain professional boundaries.
- Contribute to good communication by
 - (i) checking email, notice boards, and diaries, every time you are on duty to check for information you need to know;
 - (ii) attending meetings as required and;
 - (iii) making sure you inform other people of things that are likely to be useful to them in their jobs
- Promote the safety and wellbeing of children and young people
- Be observant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes the need to report any incident of this type you witness or hear about

Education / Professional Qualifications / Training

- Level 3 Diploma Children and Young People or working towards (E)
- Maths & English at GCSE, Grade C or above (D)

Work Experience

- Experience of managing challenging behaviour (E)
- Maintaining accurate records (E)

- Knowledge and understanding of safeguarding children (D)

Technical and Professional Knowledge

- Knowledge of child care and or children and young people care (E)
- Working with students with autism or learning disabilities (E)

Practical Skills and Abilities

- To provide a safe and stimulating environment for students (E)
- Ability to remain alert and respond to unexpected change (E)
- Ability to adhere to policies and procedures (E)
- Able to work in stressful situations (E)

Personal Attributes/Person Specification

- Commitment to the role with ability to attend work reliably and punctually (E)
- A flexible, positive, energetic, enthusiastic and proactive approach (E)
- Good communication skills (E)
- Self-motivated (E)
- Stamina and a good standard of fitness and health with an ability to participate in a range of physical activities (E)
- Display a tactful and diplomatic approach when dealing with individuals (E)
- Ability to react with integrity, discretion, sensitivity and empathy when appropriate (E)