

Fairfield Farm Trust Job Description and Person Specification

Job title: Residential Support Worker	
Work base: Fairfield Farm Trust, Dilton Marsh	Team: Care
Hours of work: 36.5 hrs p/week +2 sleep ins per week	Salary: £24,713.26

1. Safeguarding

Fairfield Farm Trust is committed to safeguarding and promoting the welfare of young people. All staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of young people gives cause for concern, Fairfield Farm Trust agreed child and adult protection procedures will be followed.

2. Job context and purpose

Fairfield Farm Trust is a charity whose primary business is an Independent Specialist College, providing day and residential courses to young people with learning disabilities in Dilton Marsh, Westbury. The Hope Nature Centre, Southwick, Trowbridge is a café and animal park offering work experiences and opportunities for adults with learning disabilities. The Trust has diversified its provision in the past 2 years in order to provide a wider range of opportunities for young people with learning disabilities.

You will have experience of supporting young people with severe and complex learning disabilities. You should have a track record of achieving excellent outcomes in supporting and caring for young people with learning disabilities.

Additionally, you will be self-motivated and be able to work independently and prioritise workload. You will work directly with other members of the residential and college teams.

Your holiday entitlement of 35 days per annum (including bank holidays) will be taken in negotiation with the team, annual leave days will be allocated dependant on service requirements. There is a pension scheme available for eligible staff. All staff are required to have a clear DBS check prior to starting work at the college.

3. Main duties

1. Provide a safe, caring and supportive environment for young people within the residential houses.
2. Provide support to individuals to enable them to learn new skills within a safe, homely environment.
3. To teach and coach young people to learn independent skills in preparation for life within the wider community.

4. Manage aspects of personal care with both dignity and respect at all times.
5. Support each individual in accordance with their care plans.
6. Administer medication to young people according to procedures, policies and risk assessments. Monitor young people's health needs and report health issues appropriately.
7. Ensure that all individuals receive appropriate support to manage their personal finances.
8. Work with all staff to monitor individual progress and achievement in key areas identified through agreed targets.
9. Record evidence to support progress towards planned outcomes as identified in the individual's Educational Health Care Plan.
10. Work with the team to maintain care plans as well as contribute to reports on progress.
11. Work with the team to ensure that the aims and objectives of each individual's programme is understood by the young person and they are supported to learn the required skills, to apply, within their daily lives.
12. Work as part of the staff team, attending meetings and working with colleagues to ensure young people have a positive and fulfilling experience in the residential homes.
13. Keep the required written and computer records for each young people's progress, behaviour and support.
14. Support young people to develop skills for life (literacy, numeracy and communication) within practical situations.
15. Support young people to develop social skills and interact with others.
16. Handle responsibly and sensitively any confidential information of a personal nature relating to young people.
17. If required, fulfil a key worker role, providing guidance and support to a named individual.
18. Work at all times within the framework provided by Fairfield Farm Trust policies and procedures.
19. Attend regular staff meetings, training days and participate in activities to ensure that the Trust continues to maintain the standards required by its funding bodies - the Commission for Social Care Inspection and Ofsted.
20. Participate in observations and annual appraisals to promote good practice and inform professional development.
21. Work on a rota pattern over a 365 days per year pattern, to include sleeping-in duties.
22. Any other duties that may reasonably be requested.

4. Support & Guidance

- Support individuals in line with the care plans, without discrimination.

5. Contacts and relationships

The post holder will:

- Report to a Care Manager.
- Work with the Care Managers, Registered Manager and all residential and college employees.

6. Information technology

- Daily use of computers that require excellent IT skills and include using: Word, Excel and web-based software.

7. Financial responsibility

- Always ensure effective use of resources and value for money is secured for the college.

8. Health and Safety

To be responsible for your own health and safety and that of anyone else who may be affected by your acts or omissions. You will be responsible for risk assessing, reviewing and monitoring all aspects of your work.

9. Equality and Diversity

You are required neither to discriminate against nor harass or victimise: colleagues, suppliers or third parties at work. You are further required to report incidents of discrimination at work, either to the Principal or anonymously to the Chair of Trustees.

10. Records management

You are responsible for ensuring that all information sources for which you have responsibility are maintained in-line with guidance. This applies to all electronic and hard copy information.

You should also ensure that access permissions are maintained to limit access to sensitive information. You are responsible for maintaining the confidentiality of sensitive data, whether held electronically or in hard copy and promptly reporting all breaches, or potential breaches of security to the Principal.

11. Other duties

You may be required to perform duties other than those given in the job description. The particular duties and responsibilities attached to jobs may vary from time to time without changing the general character of the duties, or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a job. In cases, however, where a permanent and substantial change in the duties and responsibilities of a job occurs, consistent with a higher level of responsibility, then the job would be eligible for re-evaluation.

12. Authority to work in the UK

You must have the legal authority to work in the UK. Non-EU nationals must have the relevant approval to work in the UK from the UK Border Agency. Copies of all documents provided by you as proof of identity are retained for our records, by providing these proofs the Trust will treat this as your consent for this to happen.

13. Person Specification

The person specification details the essential and desirable personal criteria which the job holder should possess in order to be able to successfully perform the job.

	Essential	Desirable
Qualifications or equivalent level of skill or knowledge	<ul style="list-style-type: none"> Level 3 Health and Social Care Qualification Or willingness to achieve within 24 months 	<ul style="list-style-type: none"> Teaching or training qualification
Experience of	<ul style="list-style-type: none"> Working with people with physical, learning disabilities and/or complex needs. Managing personal care with both dignity and respect Record keeping 	<ul style="list-style-type: none"> Working in a residential setting Experience of working towards outcomes and progress against set targets for children and/or young people
Management of people	<ul style="list-style-type: none"> N/A 	
Skills	<ul style="list-style-type: none"> To be highly personable with very good communication skills To be self-motivated and an enthusiastic self-starter with an entrepreneurial outlook To be numerate and have an ability to use computers To show an understanding of the importance of a person-centred approach Ability to offer guidance and support to members of the team Working within strict Health and Safety guidelines To have a clean, full driving licence and a willingness to drive college vehicles 	<ul style="list-style-type: none"> Willingness to complete further training
Personal qualities and motivation	<ul style="list-style-type: none"> To be honest, trustworthy, reliable, flexible and motivated Able to work with a variety of colleagues and clients from different professions and backgrounds 	
Literacy, numeracy and IT	<ul style="list-style-type: none"> Literate and numerate IT literate 	

Language (English or other languages)	<ul style="list-style-type: none"> • Good level of understanding, and communication of English. 	<ul style="list-style-type: none"> • Makaton • BSL
Safeguarding	<ul style="list-style-type: none"> • Display a commitment to the protection and safeguarding of young people 	<ul style="list-style-type: none"> • Up-to-date knowledge of relevant legislation and guidance in relation to safeguarding of children and vulnerable adults
Driving	<ul style="list-style-type: none"> • A full, clean driving licence and willingness to drive college vehicles 	

The closing date for this post is **0900 on Friday 25th September 2020**

Interviews will take place on **Wednesday 30th September 2020**

Interviews will adhere to Government guidance on social distancing.

Please note that we will not accept CVs. All applications must be made via an online application form available on our website www.ffc.ac.uk

We reserve the right to close the advert early if sufficient applications have been received.

***Fairfield Farm Trust is an Equal Opportunities employer
A charity for the advancement of education for young people with learning disabilities***

This job description and person specification updated September 2020