# 

# NEW COLLEGE WORCESTER (NCW)

**JOB DESCRIPTION**

**Job Title** : **RESIDENTIAL KEY WORKER - WEEKENDS**

# Grade : Scale 3 (SCP 5-6)

# Salary Full Time : £24,790 - £25,183 (annualised hours 45hrs per week)

**Salary Pro Rata** : **£16,743 - £17,008** (annualised hours 27hrs per week)

**Hours** : Annualised hours, equivalent to 34.5 hrs per week -

term time only to include weekends and cover for

absence on occasions as required.

Regular shift pattern:

Friday 2pm-11pm (with a 30 minute break)

Saturday 7am-11pm (with a 4 hour break)

Sunday 7am-11pm (with a 4 hour break)

Monday 7am-9am

There are ‘home weekends’ during the academic

year – approximately six – which are not worked in

addition to College holiday weekends. This is

accounted for within the annualised hours and will be

discussed at interview.

**Sleep ins**  : 1-3 sleep ins per week (to be discussed at interview)

additional payment for sleeping ins (£40.76 each)

**Department** : Residential

**Location** : New College Worcester (NCW)

**Reports To** : Residential Site Lead

**Responsible for** : No Line Management Responsibility

**Purpose of the Job**

To work collaboratively within the Care team to provide a high standard of care to children and young people with a vision impairment. To create a positive environment for the delivery of the waking day curriculum and to ensure high quality documentation within Care. To work with students in a proficient and sensitive manner that will enhance both their academic and social development.

**Main Tasks**

1. To work flexibly across the site and the residential houses to deliver a comprehensive care programme appropriate to the individual students.

2. To be responsible for writing and reviewing Care plans, Risk Assessments, Key-working and Support Session notes and other paperwork as may be directed to a high standard in accordance with published deadlines and statutory guidance. To share and discuss these with students, parents, local authorities and school staff as appropriate.

3. To attend annual reviews and other interim reviews for students and other student related meetings as may be required.

4. To work in collaboration with College to deliver the waking day curriculum and to liaise with education staff over student progress. The waking day curriculum includes developing students’ independent living skills, involving amongst others: skills training in personal hygiene, nutrition and self-catering, general skills required in managing money and personal safety. It also includes support with mobility, homework and developing effective morning and evening routines.

5. To deliver activities both on and off the College campus and to provide and encourage access to a range of leisure pursuits and to new opportunities beyond the NCW community.

6. To assist in providing opportunities for students to develop socially into a mature and confident young person.

7. To liaise with Care and Education staff, other College staff, parents and external partners and agencies in a professional manner in order to achieve a comprehensive approach to the students’ development. To help build the link between home and College and maintain contact with parents through face-to-face meetings, email and telephone.

8. To take responsibility for the safeguarding of students and to ensure any concerns are reported promptly and accurately via the appropriate College channels and systems. To respond in a timely manner to actions required.

9. To support the student in coming to terms with the effect of vision and other impairments. To ensure trusting relationships are developed whilst respecting professional boundaries and to build a connection with the students.

10. To manage student behaviour and to deal appropriately with challenging behaviour. To administer and document rewards and sanctions as appropriate and in accordance with College policies.

11. With appropriate training, to administer medication and first aid to students, ensuring all processes are followed and recorded accurately and safely. To provide personal or intimate care to students who require this support.

12. To support with the management of the residential houses, including building security, fire practices and fire safety checks and basic house maintenance tasks. To support the team of cleaners to maintain a clean and homely environment.

13. To attend staff meetings as required and other meetings as requested.

14. To attend regular supervision sessions and an annual appraisal by the Residential Site Lead. To be open to self-reflection.

15. To attend all relevant training sessions as directed and to be willing to undertake continued professional development.

16. To maintain confidentiality on all matters relating to students, staff and the College in line with GDPR.

17. To ensure that records are kept in accordance with College requirements and current legislation including GDPR.

18. This job description cannot be considered to be exhaustive and other duties not included may arise which you will be expected to fulfil. The additional duties will be determined by circumstance and/or as requested by your Line Manager.

19. Any other duties commensurate with the nature of the post and under the reasonable direction of the Principal, SL: Student Wellbeing, Head of Care Deputy Head of Care / Sixth Form Manager

**SPECIAL CONDITIONS**

* To undertake and successfully complete a Level 3 qualification (Children & Young People / Residential with two years of appointment (if this is or equivalent not already held).
* **Applicants must be at least 25 years old.** This is in keeping with NCW policy.

**Equal Opportunities Statement:**

NCW) is committed to becoming an equal opportunities organisation. It is committed to promoting equal opportunities and preventing discrimination. This policy applies both to service delivery and to its own employment practices. You will be willing and able to demonstrate commitment to NCW’s Equal Opportunities Policy.

**Safeguarding Children:**

NCW is fully committed to ensuring the safety and well-being of students at the College. You are responsible for adhering to the College’s policies on Child Protection and for promoting and safeguarding the welfare of children and young people you come into contact with.

**Annual Review:**

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of NCW in relation to the post holder’s professional responsibilities and duties.

This document is to be read in the context of the NCW Statement of Purpose, NCW Equal Opportunities Statement, and agreed policies of the NCW and the Conditions of Service as outlined in the individual employee’s contract.

**PLEASE NOTE:**

**This appointment is a regulated activity and is subject to two satisfactory and verified references, an Enhanced DBS Clearance and Registration, a medical clearance and a six-month probationary period.**

**PERSON SPECIFICATION**

**RESIDENTIAL KEY WORKER**

**(All criteria are essential unless otherwise stated).**

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| **Essential** | **Desirable** |
| **SPECIALIST KNOWLEDGE AND EXPERIENCE:** | |
| * Level 3 qualification in Residential Childcare or willingness to obtain this qualification within two years. * Experience of working with children and young people. * GCSE Grade C in English and Maths, or equivalent. | * Relevant professional qualifications. * Experience of working with blind and vision impaired children. * Experience of working with children from various ethnic backgrounds. |
| **ORGANISATION:** | |
| Ability to organise time effectively, create work schedules, prioritise workload and balance the student facing and administration work requirements in accordance with the set deadlines. | |
| **COMMUNICATION:** | |
| Ability to communicate in a professional manner, being effective both verbally and in writing. To be able to adapt style to suit the audience - for example, writing clear and concise correspondence and reports. | |
| **USING INITIATIVE:** | |
| Able to take responsibility for own actions and make decisions. To be able to judge when it is appropriate to refer matters to others. | |
| **BUILDING RELATIONSHIPS:** | |
| Ability to quickly build rapport, respond in an empathetic manner and easily establish appropriate relationships with students, their parents and carers and other staff. | |
| **EQUAL OPPORTUNITIES:** | |
| Able to understand and demonstrate a commitment to NCW’s Equal Opportunities Policy and to ensure all tasks are consistent with the Equal Opportunities Policy. This includes all staff activities and their interface with the general public. | |
| **SPECIAL CONDITIONS:** | |
| * To undertake and successfully complete a Level 3 qualification (Children and Young People / residential) within two years of appointment (if this or equivalent not held). * **Applicants must be at least 25 years and older**. This is in keeping with NCW policy. | |

**BENEFITS OF WORKING AT NEW COLLEGE WORCESTER**

New College Worcester is set in extensive grounds which overlook the Malvern Hills. As well as an inspiring and rewarding place to work alongside our exceptional students, all staff have the opportunity to benefit from the following:

* Free use of the College swimming pool.
* Free use of state-of-the-art fitness facilities in our multigym Fit4Purpose.
* Continual professional development and training opportunities.
* Free on-site parking.
* Great value on-site catering facilities.
* Excellent pension scheme.
* Staff wellbeing package.