

Job Description

College Support Worker



Our mission:	Meeting people at their point of need
Job title:	Support Worker, South Essex College (SEC)
Reports to:	College Supervisor
Accountable to:	Registered Manager
Based at:	South Essex College, Luker Road, Southend, Essex SS1 1ND

Job purpose

The role of Support Worker is to provide sensitive and professional care and support to students with special needs attending SEC campuses to enable them to access further education.

Key tasks & responsibilities

- To understand and implement the agreed care plan to assist students when attending classes at College. Offering students choice and helping to maintain their independence. Ensuring their safety and comfort at all times both on and off campus.
- To communicate effectively and appropriately with students and their families, paying particular attention if they have communication, attention or behavioural problems.
- To carry out personal care tasks for students while preserving their privacy and dignity, including assistance if required with toileting and changing, providing assistance to get to and from classrooms, assistance with meals, support and advice during lessons.
- If assessed as needing help, to assist individuals with their medication, according to SPDNS Policy guidelines, including administering of medication and subsequent recording.
- To encourage/support mobility & abide by moving and handling guidelines.
- To offer support in the classroom as agreed in the care plan.
- To keep accurate records at all times.
- Report any concerns or changes to the Supervisor as soon as possible.
- Ensure all duties are carried out in a confidential way, preserving the dignity and respect of the student and taking into account their wishes/choices wherever possible.
- Attend all mandatory and specialist training courses relevant to your job as well as attending supervision sessions and an annual appraisal.
- To work during term time & be reliable and punctual.

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- Health & Safety is an integral part of any role within SPDNS. You are required to be familiar with and comply with SPDNS Health and Safety Policies which include incident reporting, and related policies & procedures.
- To ensure that standard principles of infection prevention and control are followed at all times to protect individuals and colleagues from you passing on any infection.
- To safeguard individuals at all times and report any concerns to your Supervisor immediately as per SPDNS policy. Safeguarding means your responsibility for ensuring the safety of the individuals you are caring for and protecting them from abuse of any kind.
- To be responsible for ensuring wherever possible that you gain consent from the student (or their representative) when you commence providing care. Where consent cannot be gained that you always act in the best interests of the individual for day to day decisions according to guidelines in the Mental Capacity Act 2005.

Other duties:

The post holder may be required to undertake any other duties, or provide support, appropriate to the level of the post.

Key Relationships

SPDNS supervisors and colleagues
Students and their families/carers/representative
Learner Support Staff at South Essex College
College tutors and LSA's

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Person Specification In order to be able to carry out the duties of this post effectively and safely, candidates will be required to provide evidence of the following:

Essential attributes	Desirable attributes
<p>Qualification and training</p> <p>To undertake and complete induction and competency frameworks as required</p> <p>Willingness and ability to work towards QCF level 2 or 3 in health and social care and any other training relevant to the post</p>	<p>QCF (or NVQ) level 2 or 3 in health & social care</p>
<p>Skills/experience</p> <p>Good communication skills, both verbally and in writing</p> <p>Ability to understand and support young adults with special needs</p>	<p>Previous experience of working in an educational setting. Experience of working with young adults with special needs.</p>
<p>Personal qualities</p> <p>Caring, sensitive & compassionate nature.</p> <p>Ability to work with students in a discreet way & sensitively meet their needs.</p> <p>The ability to be non-judgemental and understand the need to behave in a non discriminatory way towards others</p> <p>Ability to work effectively as part of a team in a locality</p> <p>Ability to maintain a high level of confidentiality and maintain accurate and up to date records</p> <p>Ability to work unsupervised and use own initiative when required</p> <p>Ability to communicate and liaise with colleagues employed by South Essex College</p>	
<p>Circumstances</p> <p>Understands that this is a term time only role although other work may be available with SPDNS</p>	