



Bramfield House School

Last Updated: November 2015

Job Description: Pupil Support Worker

Reports to: Team Leader – Pupil Support

Salary: BHS Care Point 15 – 17

Review and Amendment: *This job description will be reviewed annually and may be subject to modification and amendment following consultation between the Headteacher, Deputy Headteacher and the position holder.*

Purpose of Job

- To work under the instruction/guidance of the Team Leader to deliver high quality residential care for emotionally vulnerable young people boarding at Bramfield House School.
- Organisation of structured activities, on and off site, and undertake those activities with the young people.
- Support and direct pupils in domestic routines e.g. personal hygiene, meal times bedtime routines.
- To supervise the morning routines of residential pupils prior to class time and greet day pupils to the school.
- To work under the instruction/guidance of the Team Leader to undertake support programmes to enable access to learning for pupils and assist in the behaviour management of pupils. Work may be carried out in the classroom or outside the main teaching area.
- To practice with a high degree of competence, with the aim of reducing barriers to education and social interaction, leading to all pupils achieving their potential.

Specific Responsibilities of the Job

The Pupil Support Worker will:-

- Meet the Person Specification and criteria for the post.
- Be directed by the Team Leader to assist with the particular support and direct supervision of pupils outside of class time and to assist with the particular support for pupils to maximise their access to learning.
- Promote good pupil behaviour, using a variety of intervention strategies, dealing promptly with conflict and incidents in line with established policy and Team Teach guidelines, and encourage pupils to take responsibility for their own behaviour.
- Ensure the health, safety and well-being of the pupils is of paramount importance at all times.

- Establish constructive relationships with pupils and interact with them according to individual needs.
- Act as a role model to pupils and set high expectations.
- Contribute and foster an open culture so that pupils feel they have a voice and that they are listened to in a non-judgemental manner.
- Undertake any administrative duties relevant and appropriate to this post, including recording and processing incidents and other matters of interest/concern promptly.
- Take responsibility for the effective and efficient delivery of the policies and procedures of Bramfield House School
- Act with courtesy and professionalism in all contact with pupils, their families and other agencies.
- Liaise with, and where necessary deputise for, the school nurse to ensure medication is given according to established procedures and ensuring records are properly kept.

General Responsibilities

The Pupil Support Worker will:

- Work proactively and positively with pupils and staff, liaising with colleagues across a multi-disciplinary team to ensure individual pupil needs are met.
- Undertake training and continuing professional development to maintain a good knowledge of issues relating to young people and SEN.
- Oversee the morning routine of residential pupils, ensuring they are prepared for the school day.
- Ensure efficient and effective use of resources and the proper care and maintenance of equipment and the house environment.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Contribute to the overall ethos, aims and work of the school.
- Encourage and facilitate pupil participation in planning, review and decision-making processes relevant to them.
- Comply with professional codes of practice and standards.
- Comply with health and safety and other appropriate statutory requirements to ensure the health, safety and well-being of self, staff and pupils.
- All services to pupils will be delivered within the context of equal opportunities.

Additional supplementary duties and accountabilities are outlined in the Person Specification.

Training and Professional Development

The Pupil Support Worker will:

- Positively contribute to regular supervision and Performance Management and participate in training activities; supporting the overall aims of the school.
- Undertake regular training in Safeguarding and Team Teach.
- Undertake regular training, to include First Aid, Medication Handling, Fire Marshall, Food Hygiene and Shallow Water where appropriate.

- Participate in training during designated training days, and at other times, including inset and external training opportunities, as directed by the Team Leader – Pupil Support.

Physical and Mental Demands

Whilst performing day to day duties the post-holder will need to be physically and mentally fit to undertake necessary physical duties including pupil violence, bad language and when required, physical intervention of pupils. All of this must be undertaken in accordance with 'Team-Teach' methodology.

Whilst performing day to day duties the post-holder must demonstrate a calm and collected frame of mind especially with pupils displaying anger and challenging emotions.

Work Environment and Work Pattern

The post requires two evenings and three days attendance per week throughout school term-time. A further 5 days of 8 hours will be worked as training days.

(This may be amended due to the needs of the school)

For experienced staff there is a requirement to undertake sleep-in duty on a rota basis according to the needs of the school.

Whilst the vast majority of the post holder's work will be undertaken on the school premises the post holder will be expected to occasionally work offsite and participate in school trips etc.

Confidentiality

It is expected that all Bramfield House School employees understand the nature of our work is confidential and details about our pupils and their families, associated services, pupil records and activities/incidents at the school should not be divulged to members of the public. If there is a breach of confidentiality, this may result in disciplinary action being taken.

Conclusion

This job description and specification is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by post holder. However, the job description can never be fully exhaustive of unforeseen changes or circumstances. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.

Prepared by: Brian Ridley, Deputy Headteacher

Created: November 2015

Last Updated: November 2015

Person Specification: Pupil Support Worker			
Salary: BHS Care Point 15 – 17			
Area	Requirement	Essential	Desirable
Qualifications and Experience	Level 3 Diploma for Residential Childcare Good level of literacy and numeracy skills.	Enrolled for Level 3 Diploma for Residential Childcare within 3 months of commencement of employment.	Previous experience in working with children with emotional and behavioural difficulties.
Reliability	Effective time-management.	Proven track record of commencing work on time. Flexible approach to responding to unforeseen circumstances. History of working anti-social hours on a regular basis.	Willingness to see problems through.
Pupil Relationships	Experience and ability to establish effective working relationships with pupils.	Proven effective behavioural management skills. Empathetic approach to helping pupils with problems. A proven track record of establishing and maintaining positive relations with challenging young people. Proven ability to rebuild relationships and trust once it has broken down. Approachable, reliable communicator and listener.	
Record Keeping	Proven ability to keep accurate records and logs.	Demonstrate current or recent experience in this area.	Confident and able to use word processors and spreadsheets. Good literacy skills.
Work under Pressure	Proven ability to work under pressure and stay calm in problematic times. Previous experience of effectively working with emotional and challenging pupils.	Evidence of using initiative to resolve problems while working under pressure. Ability to make sound decisions under pressure.	
External Agencies	Experience of working with external agencies for the benefit of the school and it's pupils.	Proven experience of interacting with parents/carers and outside agencies in a professional and courteous manner.	Previous experience of working with collaboratively with other agencies.
ICT	Ability to confidently use basic ICT equipment.	Current or recent experience in this area.	Experience of helping young people on ICT equipment.
Team Work	Experience of successful collaborative working within a multi-disciplinary team.	Proven experience in this area. To attend and positively contribute to staff meetings.	

Mobility	Fitness to work. Have held a full UK license for over 2 years.	Be physically and mentally fit to undertake the duties outlined in the job description. Commitment to driving and transporting pupils in school vehicles.	Previous experience of driving mini-buses.
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Duties and Accountabilities

The Pupil Support Worker will:

- Adhere to the policies and procedures that guide practice and fulfil the Statement of Purpose of Bramfield House School.
- Work collaboratively with all colleagues across the school, to ensure individual pupil needs are met.
- Follow Safeguarding policy.
- Encourage all pupils to interact and work co-operatively with others and promote social and emotional development.
- Adhere to guidance outlined in company policies.
- Work proactively and positively with pupils and staff.
- Perform any other duties that are commensurate to the post that may reasonably be assigned by the SLT.