

APPLEFIELDS SCHOOL

INFORMATION FOR SUPPORT WORKERS



JOB DESCRIPTION: SUPPORT WORKER

INTRODUCTION

Support Workers are an important part of the school staff team, working alongside teachers and teaching assistants they play an important role in meeting the welfare and care needs of pupils, providing support and guidance at break and lunchtime and in supporting pupils' access to important therapeutic activities such as physiotherapy and hydrotherapy.

At times our work involves supporting pupils with their personal care needs and having access to confidential information. It is expected that staff will uphold the highest standards of professional conduct and behaviour and in doing so will respect pupils' dignity and the confidentiality of the information that will be shared with them.

The following is intended to provide an outline of the responsibilities of this post, this is not a comprehensive list, rather an overview of the key tasks.

PERSON SPECIFICATION

The successful candidate for this post will be able to:

- Fulfil the job description for this post to a consistently high standard.
- Relate positively to pupils, staff, parents and visitors.
- Work effectively as part of a multidisciplinary team.
- Demonstrate the ability to communicate effectively
- Demonstrate initiative, accept responsibility and work independently in managing their own work schedule.
- Demonstrate a flexible and adaptable attitude to the responsibilities of this post.
- Develop their self-care and resilience.
- Use their skills effectively to support the work of the Teaching staff and the Teaching Assistants.
- Implement all school policies and procedures that are appropriate to this post.
- Demonstrate an understanding of good Health and Safety practice, and assist the Headteacher and the staff Health and Safety representative in maintaining good practice in this area.
- Undertake regular in-service training as appropriate to the responsibilities of this post.

KEY RESPONSIBILITIES

The following should be considered to be the key aspects of the Support Worker's role.

Pupil Welfare and Personal Care:

Attending to pupils' personal needs and implement related personal programmes.

These may include:

- Supporting pupils with toileting and hygiene programmes;
- Supervising and assisting pupils during the lunch period,
- Following feeding programmes for individual pupils;
- Assisting pupils with dressing and undressing e.g. before and after PE or Hydrotherapy sessions;
- Developing and supervising play and social opportunities for pupils during break time and the after lunch period.
- Supporting pupils with challenging behaviours, following de-escalation, regulation and behaviour management strategies.

Room & Resource Management:

Duties may include:

- preparing dining areas or classrooms for the midday meal;
- maintaining a hygienic and safe working environment before, during and after meals and food preparation activities;
- assisting with, or supervising as appropriate, the removal of food, cutlery and equipment from the dinning table at the end of the meal;
- maintaining a hygienic working environment in pupil changing areas;
- ensuring rooms are prepared and ready for use by teaching staff;
- managing laundry;
- preparing resources for groups under the direction of the teacher

Inservice Training

Training will be provided on a regular basis to enable the Applefields Support Worker to do their job effectively and safely. This will include training on:

- Handling and Lifting
- Pupil's medical and personal needs
- Hygiene
- Working with pupils who experience feeding difficulties
- Child Protection

Applefields Support Workers will be actively encouraged to participate in whole staff training sessions in Staff Meetings and on Professional Development Days to further their understanding of the needs of the pupils and the ethos of the school.

HEALTH AND SAFETY

All staff have a responsibility to contribute to the maintenance of a safe and secure learning environment for all members of the school community. This involves being aware of, and following the policies and procedures in the school's Health, Safety and Welfare Manual.

All staff have a duty under Health and Safety legislation (Health and Safety at Work Act, 1974) to take reasonable care for their own health and safety and that of others. This implies taking positive steps to understand the hazards in the workplace, to evaluate and take action to reduce the risks. It is expected that all staff will comply with the school's Health and Safety policies and procedures to ensure that all activities are conducted in a manner that maintains the health and safety of all students, staff and visitors. All staff are expected to protect students and others from physical, sexual or emotional abuse and have a responsibility to report to a senior member of staff any incident that they witness or suspect.