



Senior Support Worker Job Description

About Overley Hall:

Overley Hall has a long history in safeguarding children and young people – and our 40 years' experience have shown us that high quality therapeutic childcare helps children and young people learn to deal with their past experiences and prepare for the future.

Children first: At Overley Hall, we are committed to providing the quality of care that will accomplish this. Overley Hall is a provision comprising of a Children's Home and a Special School that provides education and care for young people of both genders, from the ages of eight to nineteen. Overley Hall caters for young people with complex needs, most of whom have a number of diagnoses; generally, this is likely to include two or more of the following: autism, learning difficulties, Downs Syndrome, Epilepsy, Angelman Syndrome, Anxiety Disorder, Attention Deficit Hyperactivity, Emotional Difficulties and Attachment Conditions

Meeting the challenge: Challenging behaviours are due to their complex needs, but no matter how difficult the behaviours, we endeavour to support the needs of each young person on an individual basis.

Keeping it positive: All our children and young people are respected with positive regard—we support and help them build safe and appropriate attachments and relationships with others.

It is the individual: An all-embracing therapeutic model meets the needs of each child in all aspects of their life. Skilled care provision supported by the therapists, clinical psychologists, health, education and behavioural support professional's help us support our young people to manage their complex needs and prepare them for the future.

They are encouraged to get involved with local communities and learn how to make life choices that help them fulfil their potential.

Making it happen: Successful outcomes depend fully on the quality of our people and we demand a high level of commitment from our people—with an emphasis on experience, qualifications and training to guide their professional development.

THE ROLE OF A SENIOR SUPPORT WORKER

Overley Hall operates a 52-week residential placement. The home is registered with Ofsted for up to 22 young people.

The children and young people we care for demonstrate a wide range of challenging behaviours and can be very demanding of attention and emotions on occasion.



The Senior Support Worker role is to support the Care Management team in providing the best quality childcare in a safe and care focussed environment for the young people. When working you will have responsibilities for monitoring, supervision of staff and take responsibility for the day/night to day/ night management and guidance of colleagues whilst ensuring the welfare and care of the young people.

RESPONSIBILITIES

Childcare Provision

- To contribute to the normal development of the young people through the provision of a healthy lifestyle, a variety of appropriate activities and a consistent caring adult role model.
- To be sensitive to the needs of individual young people, taking account of race, language, religion, sexuality and culture.
- To communicate with and listen to young people, monitoring their behaviour and recording significant features.
- To contribute to, and implement care plans, participate in reviews and other meetings as required and ensuring LAC documentation is up to date and changed when appropriate i.e. after a statutory review.
- To promote working in partnership with parents, carers, social workers, education and any other appropriate persons important to that young person.
- To provide additional support and comfort to young people who are under stress or suffering from anxiety.
- To assist team members to ensure young person(s) can take part in their Education.
- To be aware of, and comply with the statutory requirements and all company policies and procedures including. You will be expected to take part in the activity programme alongside the young people and you will be expected to ensure staff also participate and are aware of the requirements.
- To ensure of day-to-day management and monitoring and jobs are completed
- To identify and implement boundaries and routines
- To be alert to signs of distress or abuse and to ensure that the young people are monitored and protected.
- To ensure both care and support are provided to each young person as stipulated in their care plan and risk assessment.
- To contribute to the development of service provision.
- Undertake any other duties that may be required.



Support of Staff

- To ensure the day-to-day management, monitoring and supervision of staff is provided in a professional and competent manner.
- To inform colleagues of relevant developments, for example during handover.
- To participate in achieving high standards of cleanliness, laundry, cooking of meals and other household duties as requested by the management team and to supervise the care team in achieving these.
- To implement, plan and prepare Activity Programmes as part of a team, monitoring progression and need for development.
- To promote professionalism and standards to the team in line with policy and procedures.
- To participate in regular staff meetings, these will be informative, produce action and be held on file.
- To participate in the induction of carers.
- To work in accordance with Overley Hall's policies and procedures.
- To report to line management and/or other appropriate person, around malpractice, suspicions or evidence which may suggest it.

Home & Administration

- To contribute to the effective management of the homes resources, keeping within the devolved budgetary constraints.
- To be responsible for the security of monies kept on premises in line with procedures.
- To follow all administrative and financial procedures.
- To ensure personnel related administration is processed accurately and in line with procedures and guidelines.

Health & Safety

- To implement the Health & Safety policies and ensure that all staff are aware of all Health & Safety procedures.
- To undertake risk assessments appropriately.
- Ensure that all incidents and accidents are recorded and reported accordingly to procedures.
- To undertake fire drills and tests in accordance with procedure and record data accordingly.



Physical Environment

- Ensure that the condition of the premises are maintained and report any physical deterioration or repairs.
- To ensure the security of the premises, furniture, equipment and the personal belongings of the young people.

Training and Team Development

- To identify individual staff training needs and participate as appropriate in the development of staff with agreement and support from your manager.
- To develop/participate in training initiatives.
- To develop own and colleagues skills in direct work with young people.

Communication

- To observe and actively promote lines of communication with care team and senior management, and ensure they are made aware of serious, potential serious situations and other relevant information.
- To ensure that all records and reports are completed in full, within the designated timescales and communicated as per policy.

Personal Development

- To take responsibility for continuing personal development and remain up to date with relevant childcare legislation and practice, both local and national.
- To attend training sessions, courses or qualifications based on identified areas within supervision for development.

Supervision Received

- To receive supervision from line manager in line with Overley Hall's supervision policy.

Supervision Given

- To provide supervision and guidance to home support staff in line with Overley Hall's supervision policy and with the agreement and support of your line manager.

PERSON SPECIFICATION



PERSONAL ATTRIBUTES	ESSENTIAL	DESIRABLE
Personal Attributes and child centered approach	<ul style="list-style-type: none"> • Ability to engage with young people in a positive and proactive approach • Self motivated and a positive nature • Self organisation • Sensitive and reflective • Calmness • Honesty and reliability • Ability to listen and empathise • Ability to assess risks • Flexible • Commitment to ongoing training 	<ul style="list-style-type: none"> • Motivate others • Influence others and persuasiveness • Positive leadership skills • Develop innovative solutions • Coaching skills
Job related knowledge and skills	<ul style="list-style-type: none"> • Knowledge of; Quality standards 2015; Children’s Homes Regs. 2001; The Children’s Act 1989 & 2004; Children’s Rights • Effective communication skills: recording, report writing and verbal communication • Time Management • Ability to assess risks • A professional and caring value base i.e. consistency and empathy • IT Literate with experience with computer packages, word, outlook and excel 	<ul style="list-style-type: none"> • Delivering training • Supervision • Driving licence
Work Experience	<ul style="list-style-type: none"> • 2 year Working within residential childcare • Child protection • Work individually and within a team 	<ul style="list-style-type: none"> • Supervision of staff • Staff appraisals • Experience of leading a team
Qualifications	<ul style="list-style-type: none"> • At least two years’ experience of working with children/adults 	<ul style="list-style-type: none"> • Qualification in working with learning difficulties • Diploma Level 3 Residential Care

Training	<ul style="list-style-type: none"> • Openness and commitment to personal development, identified training and professional development 	<ul style="list-style-type: none"> • Confident in delivering training
Working Conditions	<ul style="list-style-type: none"> • Willing to work additional hours to cover sickness and holidays and to work across all of the family rooms • Willing to work Bank Holidays • To be able to work full time hours 	