

Student Support Worker - Job Description

Identifying Facts

Current Job Title:	Student Support Worker
Service Sector:	Social Care
Salary:	Grade 3
Contract:	Permanent, full time / part time posts
Location:	Corseford College
Reports to:	Student Support Manager

About the Role

As a Student Support Worker, you will be a key member of the team, providing:

- High standards of support to our customers
- A creative and caring approach
- Opportunities to build strong relationships with our customers, their families and other supporting professionals
- Encouragement and support to live as independently as possible
- Both personal care and participation in activities are key tasks for the role, so energy and initiative is vital
- You should have excellent communication skills and be flexible and empathetic.

Key Tasks

1. Supporting students' education and other activities

- Ensure that the learning needs of the students are met as directed by tutor and are differentiated according to students needs and abilities.
- Work collaboratively with all college staff to meet students' individual outcomes outlined in their Individual Education Plan (IEP).
- Assist all students in any way which promotes and enables their development and independence.
- To actively support all students in the full range of curriculum activities across the college.
- To work collaboratively with a range of support services and professionals to ensure students education is being supported in the most effective way. This may include following physiotherapy, occupational therapy and speech and language therapy programmes.
- Attend and contribute to review meetings and staff meetings as required.

- Act as a communication champion to ensure a total communication approach that is creative and imaginative.
- To follow communication programmes and to develop the communication skills necessary for individual learners.
- Conducting dynamic risk assessments by identifying the hazards, evaluating risks, deciding on precautions, and recording findings.

2. Key working

- Overseen by the Student Support Manager you will act as a single point of contact for family and other professionals (e.g.: tutors, allied health) to coordinate the students' care and support plan across different systems (health care, education, social services, recreation, etc.).

This activity is accomplished by a variety of means which may include:

- Sharing information with families, carers, health professionals to deliver better, more efficient programmes that are coordinated around the needs, goals, and aspirations of students.
- Providing families/ carers with information, tools, resources, support, and guidance to carry out complex tasks.
- Enabling coordinated and comprehensive care by ensuring access to, coordination of and delivery of services.
- Attending meetings/ appointments (e.g.: meetings with carers, allied health professionals, tutors, families, etc.).
- Writing reports on issues such as the students' progression, matters affecting their health and wellbeing, evidence on how the student is being supported, activities they have been involved in, etc. To be used in case reviews and future care and support plans.
- Coordinating and keeping care and support plans up-to-date which involves organising the students' care activities and sharing information among all the participants concerned with their care.
- Creating and implementing risk assessments to identify sensible measures to control the risks associated with the students care and support.

3. Provide care and support to students, as per individual care & learning plans

- Ensure that the care support needs of each student are met, as directed by their individual care plan. This may involve but is not limited to intimate personal care, feeding (including PEG feeding), medication, continence as well as moving and assisting
- To provide support for students with Autistic Spectrum Disorder (ASD) and behavioural, emotional, and social difficulties in line with Positive Behaviour Support plans

- Keep up to date and remain fully aware of the students' individual needs and any care and medication requirements of those students
- Ensure that appropriate care equipment is used as per care plan
- Work with external agencies to ensure the care needs of the students are being met.
- To read, understand and acknowledge, input, and implement the following information for the students/groups that you support: - Individual Education Plans - Behaviour Support Plan - Care Plan - short and medium term planning for the class/tutor group
- To work with students with autism, multisensory impairments, physical disabilities, severe learning difficulties and those with non-verbal communication needs to enhance their communication skills, social skills, ability to think flexibly and to problem-solve.
- • To respond to and manage students' behaviour, where required seek support from the Student Support Manager.
- Advocate on behalf of students and to attend student meetings to enable/assist students to express their views

4. Record keeping and notifications

- To capture evidence of student progress and electronically record attainment evidence against students' targets.
- Complete comprehensive record keeping and documentation relating to the students care and support
- Notify the students Key Worker, or in their absence the Student Support Manager and other identified individuals (from the care and support plan) of any changes regarding the students' health and wellbeing (e.g.: deterioration of the individual's capacities).
- Conducting risk assessments (e.g.: individual risks for outdoor activities) by identifying the hazards, evaluating risks, deciding on precautions, and recording findings.

5. Organisational and health and safety requirements

- To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality, and data protection
- Report any concerns to the management team or any other manager which may affect student/staff welfare or safety
- Work in a way that demonstrates our vision, mission, and values
- Comply with policy and procedure relating to infection prevention and control
- Register and maintain SSSC registration, and comply with SSSC Codes of Practice.

6. Transport duties

- Assisting customers boarding the vehicle in accordance with health and safety procedures.
- Positioning and securing wheelchairs by handing device and restrain/ clamping systems before the journey begins.
- To carry out pre-trip and post trip inspections of the vehicle to ensure it is safe and in operating conditions.
- To undertake driving duties as required for service delivery. Ensuring compliance with organisational policies.

7. Assisting and supporting less experienced care staff

- To participate in, and generally support, the supervision of student support workers as required (e.g.: relief workers, and new staff members).
- To participate in work-shadowing in order to facilitate the integration of student support workers in their working environment.
- To organise and distribute tasks among staff (e.g.: allocating work).
- To ensure less experienced staff have read and understood each individual care and support plan before working with any of the customers (e.g.: by discussing procedures).

8. General

Familiarise yourself with and follow all college/organisation policies and procedures.

Maintain professional boundaries whilst ensuring that positive relationships and a good rapport are built up with all students, colleagues, visitors, and others.

A professional approach to your work is required at all times, ensuring positive role modelling to both students and colleagues.

Monitor your performance and the quality of your own work in relation to outcomes for learners.

Attend staff training as and when required.

Attend and contribute to staff meetings.

Take a proactive stance in ensuring the best interests of the learners, and the college are maintained at all times.

To undertake any other duties, that are appropriate as directed by the Student Support Manager or Head of College.