

Support Worker / Carer

Education 1st

Job Description

Education 1st are always looking for enthusiastic, reliable and hardworking **Support Workers** who are looking to work within an alternative education setting to join our expanding team.

Education 1st provides crucial support and education to some of the most vulnerable young people in Bristol, South Gloucestershire and Bath working with students with a variety of needs including Social, Emotional and Mental Health. You will be child centred in your approach and be keen to develop and make progress with each student adhering to the company's philosophies and ethos. The young people you will be working with are aged between 8-18 years old and are often disengaged from learning and displaying challenging behaviours.

Successful applications must be able to pass an enhanced DBS check, be able to produce proof of identity and provide two supporting references. Applicants must have a full UK drivers licence and have daily access and use of a car. No experience is necessary as full training is provided.

Education 1st are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) disclosure.

The positions required are as follows:

- Full time positions - all year round = £18,150
- Full time - Term Time Only (39 weeks) = £15,350

*Full time is 37.50 hours per week
Working hours are Mon - Fri 9-5pm
Expenses and mileage is paid separately*

Required licence or certification:

- Full UK Drivers License, DBS
- Access to own car

Purpose of role

Support students in achieving their full potential by providing academic, emotional and behavioural support under the direction of the Management Team.

Duties:

- Work with identified students on a one to one or small group basis to support their academic and SEMH progress.
- Provide own transport to collect from and drop students home/agreed destination on a daily basis.
- Assist, follow and lead student activities and project based learning on or off-site which are in line with individual student timetables.
- Work with other staff to draw up and implement personal support plans for each student.

- Support those students where attendance and truancy are a potential or actual threat to their achievement.
- Promote and reward good behaviour.
- Support each student's personal targets to make positive progress academically and in line with set SEMH targets.
- Support students whose behaviour is a barrier to their achievement.
- Support individual students when they have problems or emotional issues.
- Attend meetings and provide information regarding the students you work with as directed by the Management Team.
- Support the Management Team in investigating incidents and manage record keeping of statements and interviews.
- Assist in assessment processes in order to identify students who would benefit from help.
- Develop and maintain a full knowledge of activities, courses, opportunities, organisations and individuals that can be drawn upon to provide additional support or challenge.
- Maintain accurate and up to date student records, including completing daily summaries using our online systems.
- Work with other Learning Mentors as and when required.
- Promote awareness of, and encourage, student involvement in enrichment activities which aim to improve a young person's skills and readiness for life.

Data Protection and Safeguarding

- Work within the requirements of Data Protection at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all students are protected from potential harm.

General

- The post-holder will be expected to undertake any appropriate training provided by Education 1st to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.
<https://www.gov.uk/government/collections/dbs-filtering-guidance> '

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Education 1st is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

Person Specification – Education Youth Mentor	Essential (E)	Desirable (D)
Good standard of education (3 x GCSE's – English C or above)		D
Education to A Level standard or equivalent or Degree level qualification		D
Other relevant qualifications e.g. Mentoring / Counselling		D
Experience Working in a front line service e.g. education, social care, police, health		D
Behaviours Natural communicator	E	
Working with challenging or vulnerable individuals		D
Experience of working with young people		D
Experience of sports coaching/mentoring		D
Working collaboratively as part of a team	E	
Professional and approachable; works well under pressure	E	
Calm, authoritative manner	E	
Pragmatic approach to problem solving	E	
Positive attitude to change	E	
Adaptable and flexible - willingness to go 'the extra mile'	E	
Highly effective communication skills; ability to communicate with a wide range of people	E	
Has own personal driving licence with access to a car	E	
Excellent organisational skills	E	
Ability to empathise with children and young people	E	
Excellent IT skills	E	
Honest, trustworthy and reliable character	E	
Ability to prioritise and multi-task	E	
Ability to use own initiative when required and under pressure	E	
Well-developed behavioural management skills		D
Committed to Equality and Diversity	E	
Committed to own continuing professional development	E	
Willingness to work outside normal working hours - prior notice given	E	
Experience, knowledge and understanding of child protection and safeguarding		D