



JOB DESCRIPTION – SUPORT WORKER



JOB TITLE	:	PHOENIX CENTRE SUPPORT WORKER
HOURS	:	37 HOURS
REPORTS TO	:	THE PHOENIX CENTRE LEAD
SALARY RANGE	:	H6 TTO+1 (39 wks)

Purpose of the job:

- To work with Primary aged children within DSPL4 who's behaviour puts them at risk of permanent exclusion at The Phoenix Centre.
- To support Primary education colleagues within their own settings to effectively support children and young people with SEMH needs.
- To provide targeted and specialist behaviour support via Primary outreach.
- To ensure that a high standard of child centred, quality practice is achieved in all DSPL4 education settings.

Main Duties:

- To upskill education professionals within DSPL4 and enable them to develop their SEMH practice to a high and reputable standard.
- To work directly with Primary aged children to help them develop self-regulation skills such that they can be fully integrated in the education system and access learning.
- To signpost, and where appropriate refer, education staff to other services delivered by other agencies.
- To record all contact and activities with service users to a professional standard as required for monitoring and evaluation of The Phoenix Centre.
- To share information and concerns with their line manager and/or other appropriate staff in line with safeguarding policies.
- To adhere to relevant policies in all aspects of their role but with particular regard to Child Protection and Safeguarding.
- To assist the work of the team to ensure that The Phoenix Centre is welcoming and supportive.
- To contribute to the goals and targets of The Phoenix Centre.
- To assist the team by providing absence cover when necessary and carrying out other duties as appropriate.

Knowledge, Experience and Training:

- Evidence of further CPD.
- Experience in a range of educational settings, particularly at primary/early years level.
- Experience and knowledge of working with hard to reach and challenging young people who have barriers to learning.

Equalities:

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

Health & Safety:

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection; and report all concerns to an appropriate person.

Safeguarding:

Rivers ESC is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check.

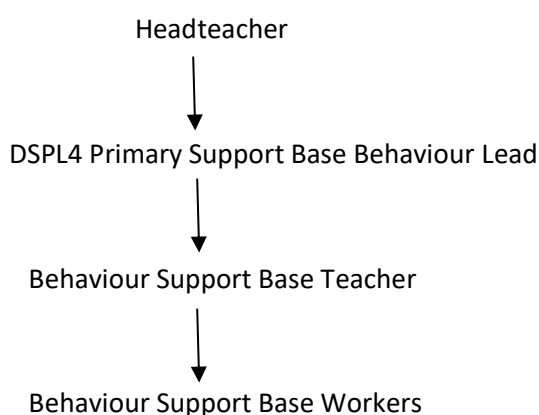
Disclosure & Barring Service:

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure & Barring Service as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure & Barring Service is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.

Additional Information:

The jobholder is required to contribute to and support the overall aims and ethos of the centre. All staff are required to participate in training and other learning activities, and in performance management and development, as required by the centre's policies and practice.

Organisation Chart:



Supervision:

The post holder is line managed by the DSPL4 Primary Support Base Behaviour Lead. The frequency of meetings is determined by the centre's performance management policies and practice. The post holder will be responsible for the supervision of provision staff.

Contacts:

The post holder works directly with teachers, centre staff and pupils and has routine and regular contact with parents and carers and with external agencies and other professionals.

The duties and responsibilities listed above describe the post as it is at present. The postholder is expected to accept any reasonable alterations that may from time to time be necessary; this may include working across all sites if needed. The postholder works under the direction of the DSPL4 Primary Support Base Behaviour Lead and is accountable to the DSPL4 Primary Support Base Behaviour Lead who will delegate areas of responsibility as required. The DSPL4 Primary Support Base Behaviour Lead is responsible for the postholder's performance management. This job description may be amended at any time after full consultation, but in any case will be reviewed annually.