

 Portland College	Role Profile
Job Title	Care & Education Support Worker

Salary range	Point 14
Contract	38 week or 52 week
Main location	Portland College
Hours and basis	Various
Reports to	Service Coordinator
Date of issue	2018

Why Portland College needs this role

Portland College is a Registered Care Home and Treatment Centre providing an excellent standard of care to people with a wide range of disabilities. We need caring and compassionate people, who can show commitment to these positive values and deliver safe care with energy and enthusiasm.

What you will be doing

Key responsibilities:

- Ensure support, personal care and guidance are provided having regard to the Mental Capacity Act, Safeguarding, EDI/protected characteristics.
- Offer high standards of personal care support in line with the individual's person centred plan. To make sure healthcare/medical needs are met at all times, including medication administration.
- To provide effective learning support under the direction of a specialist tutor.
- Monitor the well-being of learners/citizens and report any concerns without delay to the appropriate person
- Work in collaboration with a multi-disciplinary team to meet the care needs of the individual citizen
- Be delegated as a keyworker to an identified citizen/learner
- Attend mandatory/relevant training required to keep skills updated
- Support learners/citizens towards achieving their Person Centred Plan & EHCP objectives
- Liaise with care support workers, Service Coordinators, Registered Manager ensuring effective delivery across the college curriculum
- Administer medication (when qualified)
- Support individual learners/citizens to attend curriculum and enrichment programmes in accordance with their expected outcomes and person centred plans.



Role Profile

Job Title

Care & Education Support Worker

- Positively participate in learner PCR/citizen annual reviews, providing feedback on their progress towards their independent living outcomes, attending tutorials and actively participating in timetabling
- Provide opportunities for citizens to experience independent living activities within their day to day roles
- Update learner/citizens care plans consistent with appropriate levels of support and care needs
- Contribute to the recording of student progress and achievement (RARPA) and identify areas for development and feedback to the tutor.
- Record and report all relevant customer information including
 - the care and support that you provide and assistance with medicines
 - changes to an individual's condition or other concerns
 - faulty equipment or hazards in the service
 - response to emergencies, accidents and incidents
 - safeguarding matters following the College's procedures
 - contact with families or carers and other professionals
- Support and assist people who use our services in maintaining and developing personal relationships with family, friends and others of importance to their lives
- To establish and maintain a high level of customer service for residents, students, parents and other appropriate individuals/group.

Other:

- To drive a minibus if required and qualified to do so

Health and Safety

- Manage and monitor all Health and Safety considerations in accordance with Portland's Health and Safety Management system, to include adverse event reporting

Key results we want to see from this role

- Positive feedback from learners/citizens, co-workers and supervisors about the care and support you personally deliver.

Dimensions of the role

- You will be working with a team of highly motivated care staff and will work flexibly across the service to ensure the seamless delivery of person centred care plans and individual learning plans to all our citizens and their families.
- You may be required to work in any one of the Registered services.
- You will work flexibly within the expectations of the service shift patterns.

Key work relationships

- Observe confidentiality of clients' information



Role Profile

Job Title

Care & Education Support Worker

- Promote and maintain all aspects of good teamwork and take personal responsibility towards ensuring team's healthy functioning.
- Participate in the agreed system of appraisal and own performance review

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm and to promote Fundamental British Values.

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and to provide proof of their right to work in the UK.

Other Duties & Responsibilities

- Such other duties as the management may from time to time reasonably require

The above role profile is not all encompassing and is subject to regular review.

Signature of post holder

Date

I have read and accept the duties and responsibilities outlined in this role profile.