

	Role Profile
Job Title	FE Day Care Support Worker

Salary range	Spinal point 11
Contract	38 weeks
Main location	Portland College
Hours and basis	Monday – Wednesday 7.5hrs per day (22.5hrs total)
Reports to	FE Day Care Co-ordinator
Date of issue	January 2026

Why Portland College needs this role

Portland College is a vibrant national college for people with a wide range of disabilities and associated learning difficulties. We strive to develop every learner's unimagined potential with a personalised study programme. The role of a FE Day Care Support Worker is to provide crucial person-centred care to learners on a daily basis ensuring the college meets the care, medical and well being needs of its learners.

What you will be doing

Purpose of role

- 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 such as suction and ventilator, Buccol and vagal nerve stimulator.
- Monitor the well-being of learners 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 learner.
- Attend mandatory/relevant training required to update skills.
- Support learners towards achieving their Person-Centred Plan/EHCP outcomes.
- Administer medication and nutrition via enteral feeding.
- Update learner care plans regularly with appropriate levels of support and care needs.
- Record and report all relevant learner 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
- Assisting learners with specialist eating and drinking requirements.
- Liaise with outside agencies/parents/guardian and care providers.

Health and Safety

- Work in line with all health & safety procedures and risk assessments at all times
- Adherence to moving & handling procedures
- Be proactive in following infection control guidelines at all times. This includes the wearing of appropriate Personal Protective Equipment (PPE)
- Report any health & safety concerns to the appropriate person in a timely manner
- Have due regard for your own safety at work, the safety of your colleagues and the safety of all citizens in your care.
- Maintain and ensure cleanliness of the environment.

 Portland College	Role Profile
Job Title	FE Day Care Support Worker

Key results we want to see from this role

- Efficient and effective support for individuals.
- Positive feedback from all stakeholder groups about the care and support you personally deliver.
- You take responsibility for meeting all care and support needs of learners in your care at any time, adhering to agreed care and support documentation.
- Evidence of high-quality record keeping that is complete and accurate.
- Effective role model demonstrating best practice as directed by Care Professional Standards and the quality assurance expectations of the college.

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.
- You will contribute towards a culture of continuous quality improvement within the service.
- To work under the guidance and direction of the FE Day Care Co-ordinator.
- Observe confidentiality of learner information.
- Participate in the agreed system of appraisal and own performance review.
- Be fully committed to your own continuous professional development (CPD), undertaking development opportunities as required for the role.

- FE Day Care Support Workers
- FE Day Care Co-ordinator
- Curriculum Manager- Health & Wellbeing
- Tutors
- Learning Support Assistants.

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
- To support the development of the Learning & Teaching department as and when required

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.