



Co. Reg. No: 4335980

Blackford Education (Schools) Ltd

# LIBRA

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## JOB DESCRIPTION and PERSON SPECIFICATION

### Keyworker – to support independent living

<b>Payment:</b>	£8 per hour
<b>Location:</b>	Minehead, Somerset
<b>Start Date:</b>	As required
<b>Hours:</b>	15 per week
<b>Line Manager:</b>	Gina Dyer, Director of Care

LIBRA is an organisation dedicated to the care and education of young people usually aged between nine and eighteen. LIBRA's main aim is to restore balance and harmony to the life of each child placed with us and to prepare the child for a future life utilising his/her abilities and talents. Each young person is housed individually with a dedicated team of care and teaching staff in individual homes in Minehead, Simonsbath and Timberscombe areas. The majority of young people are referred by Local Authorities throughout Great Britain. Many will have come from traumatised backgrounds and will show instances of challenging behaviour.

LIBRA provides a holistic approach to care and education by assisting these young people in their transition to a fulfilling adult lifestyle. A team of residential care staff, teachers and support staff work with each child on an individual basis - the emphasis being on a family team. The team is supported by therapists and counsellors. Work of this nature can sometimes be frustrating and at times difficult. However it can also be a challenge, very stimulating and extremely rewarding.

- LIBRA is committed to ensuring that all members of its community, including young people and staff are treated fairly and equally regardless of their race, colour, gender, nationality, religious or political beliefs, ethnic or national origin, age, gender reassignment, marital status, sexual orientation, social background or disability. Appointments will be made solely on merit.
- LIBRA operates a no smoking policy.
- LIBRA is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to complete an Enhanced check via the Disclosure and Barring Scheme and provide satisfactory references.

#### Main Purpose of Job

Keyworker required in Minehead to work approximately 15 hours a week over 5 days with a 16 plus young person.

Hours required approx 8.30 - 9.30 am and 4.30-5.30 pm to support the young person before and after work and approximately 5 hours on Tuesdays to support the young person with cooking/domestic skills, home cleanliness and independence training.

The role is to manage the development of one of our young person's independence skills but more importantly provide a nurturing touch to his life and some support in his flat to help him keep it clean and tidy, cooking the odd dinner for him to re-heat when he gets home. This person would be the main contact for Gina Dyer and the young person's parents.

#### Essential skills:



Experience of working with teenage young people

The ability to work independently

The ability to communicate with the young person's family and senior management to arrange contact and manage care administration.

## Responsibilities – Child Care Practice and Person Specification

- You will have a responsibility for safeguarding and promoting the welfare of children and must therefore be suitable to work with children.
- Contribute to the normal development of the young people through provision of a healthy lifestyle, a variety of appropriate stimulating activities and a consistent and caring approach.
- To provide care and support for a young person on a 1:1 ratio of staff to young people.
- To be alert to signs of distress or abuse and to ensure that the young people are monitored and protected – to report any concerns to senior workers.
- To be sensitive to the needs of individual young people, taking account of race, culture, language and religion.
- To act as an appropriate role model at all times.
- To talk and listen to children and to observe their behaviour and record significant features.
- To contribute to care planning, participating in reviews and other meetings as required and to assist in the implementation of care plans.
- To provide additional support and comfort to children under stress.
- To control young people who need boundaries set to their behavior.
- To provide for children's physical needs by enabling young people to carry out such tasks for themselves.
- To be able to work closely with other organisations and care managers.
- To develop appropriate relationships with family members as appropriate.

## Working with Children

- In terms of working with children, please make sure you have read Libra's Safeguarding Policy and Procedures, the DfE's 'Keeping Children Safe in Education' September 2016 and Guidance for Safer Working Practice for Adults who work with Children and Young People. All of which were sent to you when you took up your post and are available on request from the office. Libra's induction programme will provide full instruction and guidance on best practice, procedures and protocol in terms of working with children.
- If you have any concerns you must refer to Safeguarding Policy and supporting Flowcharts, or in discussions with Libra's Safeguarding Lead (Gina Dyer) or her Deputy (Clive Crosby).
- Additionally, for your information, all staff are expected - under equal opportunities for all, to work with all children. The role requires you to work professionally, acting as a suitable role model, and manage all children you are required to work with and to follow Libra's guidance and the behaviour plans accordingly and without fail.

## Household Responsibilities

- To share in the practical activities necessary to maintain a home.
- To report health and safety issues that may arise.
- To care for the fabric, equipment and grounds.
- To ensure you are up-to-date with risk assessments relevant to your role.



- Contribute to the day to day care of premises appliances and equipment.
- Cash handling and budgeting will be involved.

## Personal

- To keep abreast of good practice in order to develop skills, knowledge and experience in accordance with personal development reviews.
- To make use of regular professional supervision and approvals.
- To report to your Line Manager or other appropriate person, malpractices or suggestive evidence.
- The ideal candidate will be adaptable, enthusiastic and patient.

## Supporting Process

- **Problem Solving and creativity**

The young people may present behavioural and emotional difficulties in their daily living, which require immediate response and resolution or referral to an appropriate professional.

- **Decision Making**

Duties are undertaken with clear operational guidelines, policies and procedures. Decisions are made on the immediate needs of the young people and on the need to refer for further advice.

- **Physical Effort and Working Conditions**

The role involves indoor and outdoor work with periods of driving, standing, walking and some manual handling of persons and equipment. There is a potential for exposure to risk of verbal or physical abuse effecting personal health and safety relating to the provision of care. This will vary depending on the young person.

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