



**WEST KIRBY
SCHOOL &
COLLEGE**

Changing Children's Lives

Candidate Information Pack

For The Role Of:

**Care Support
Worker (Zero
Hours)**

Closing Date For Applications:
9am Friday 3rd December 2021





 **WEST KIRBY SCHOOL**
A DAY AND RESIDENTIAL SPECIALIST SCHOOL AND COLLEGE

Contents

ABOUT OUR SCHOOL	04
WELCOME FROM OUR CEO & PRINCIPAL	05
EMPLOYEE BENEFITS	06
THE ROLE	
Role Overview & Application Process	07
Person Specification	08
Job Description	10

ABOUT OUR SCHOOL

Our dedicated staff are committed to 'Changing children's lives, building better futures'.

We achieve this through a consistent approach towards understanding the needs and motivations of children and young people ('CYP'); and through recognising and celebrating their efforts and achievements.

As a non-maintained special school, West Kirby School and College caters for CYP, aged 5-19 years, with a range of complex special educational needs and disabilities ('SEND'). We support pupils with social and communication difficulties; Autistic Spectrum Condition; ADHD; PDA; related learning and emotional, sensory and motor needs, across a range of cognitive abilities.

Our aim is for young people to leave West Kirby School and College with **academic accreditations**, together with developed **social, emotional** and **communication skills**. We achieve this through a structured, supportive learning environment with an individualised curriculum, based on relevant and meaningful learning, where CYP make aspirational progress from individual starting points.

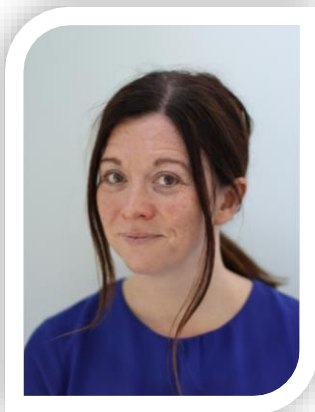
In tandem with this, we promote the development of **life skills, personal wellbeing** and **good mental health** through structured activities and adventures, both in and outside school. These enrich learning opportunities and give pupils an appreciation of the wider world, of community and charitable partnerships.



Our broad approach enables pupils to experience and develop **career pathways** which, we hope, will lead them towards a successful adult life. Due to its location to the North West of the Wirral peninsula, West Kirby is able to offer a wide range of opportunities for community relationships, sports, water recreation and natural history. Liverpool and Chester with their wealth of art, culture and history are within easy reach.

The school is close to the centre of West Kirby village and is 200m from the nearest beach and local marine lake.

WELCOME FROM OUR CEO & PRINCIPAL



Dear Candidate,

I am delighted that you are interested in joining West Kirby School & College as a **Care Support Worker**.

I hope that this information pack gives you a flavour of this role and our wonderful school community.

Welcome to West Kirby School and College, a non-maintained special school initially founded over 100 years ago as a hospice for children. Since that time we have grown and developed into the successful school we are today. Times have changed, but we remain enthused by the opportunity to support, enable and develop children and young people towards realising their aspirations.

Ultimately, we want to support each of our pupils towards '**living their best life**'.

As a team, we are driven to inspire and motivate pupils, ensuring they are equipped with knowledge, skills and experiences which will help them achieve their goals and ultimately reach their full potential. We understand that each child and young person is different and has individual needs. Therefore we tailor teaching, learning and therapeutic interventions - making activities accessible so pupils can flourish and thrive.

Our **nurturing environment, culture of respect**, and **promotion of acceptance and diversity** is a backdrop which allows pupils to grow into young adults, who have an understanding of themselves and those around them.

Our **safe and accepting space** also allows pupils to express themselves so they feel part of our **community**. Coupled with this, we are dedicated to working within our community, using our expertise to offer support to local schools, colleges and parent groups in areas of Special Educational needs and Disabilities. We are currently developing a programme of free training and support which will be offered across the Local Authority.

As Principal of WKS, I would be delighted to welcome you to the school to see for yourself our inspirational environment and for you to meet our equally inspiring pupils.

With Warm Regards,

Sian

Miss Sian Thomas
CEO & Principal

EMPLOYEE BENEFITS

Looking after you and your health

All employees are enrolled (free of charge) into our **Healthcare Scheme** – provided by Benenden Healthcare. From day 1 of your employment, and through your Benenden membership, you can:

- ✓ Get access to and **talk to a GP 24/7** and a **24/7 mental health helpline**
- ✓ Get **care planning and social care advice**

... And after 6 months of employment and membership of Benenden, you can:

- ✓ Get access to **medical diagnostics** (when the wait on the NHS is over 3 weeks)
- ✓ Get support with **medical treatment and surgery** (when the wait on the NHS is over 3 weeks)
- ✓ Get access to **physiotherapy and mental health counselling support**

Looking after you and your family in the difficult times

All employees are enrolled (free of charge) into our **Group Life Assurance Scheme** – provided by Unum. After 6 months of employment, and through Unum, if you were to die unexpectedly your nominated beneficiary would receive up to **4 x your annual salary**.

Saving for the future

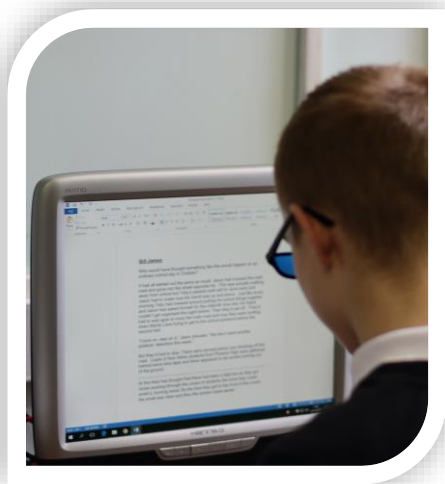
All non-teaching staff are eligible (and will be automatically enrolled) to join the School's **Private Pension Scheme**, after 3 months of employment.

The School will match your contributions (like for like) to your private pension up to **7%** of your annual salary.

Building your capability

From day 1 of your employment you will be supported with your **Continuous Professional Development**, with a focus on supporting you to build your personal levels of capability; helping you to become the **best version of you that you can be**.

ROLE OVERVIEW & APPLICATION PROCESS



West Kirby School & College is seeking to appoint a talented Care Support Worker

Closing Date For Applications: 9am Friday 3rd December 2021

Contract: Zero Hours

Hourly Rate: £10.66 - £12.71 per hour (depending on experience).

Role Overview:

We are seeking those who are empathetic, resilient and compassionate to join our dedicated team. You will provide a caring approach and a high standard of support for our young people to help them grow and develop as individuals.

Working hours will include early mornings and late evenings on a Rota basis and a requirement to sleep in once experienced. Experience and an NVQ3 in Health & Social Care or equivalent is essential for the role.

Application Process:

Application forms and further information can be downloaded from the school website: www.wkrs.co.uk or contact recruitment@wkrs.co.uk. **The School does not accept CV's.**

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

The successful applicant will be subject to rigorous recruitment checks and an enhanced DBS check.

PERSON SPECIFICATION

Person Specification – Care Support Worker

West Kirby Residential School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Qualifications	Level III Diploma Health & Social Care Children and Young People (or equivalent)		Production of the applicant's certificates
Experience	<ul style="list-style-type: none"> Working with children with complex social, emotional and behavioural difficulties Working with children on the autistic spectrum 	<ul style="list-style-type: none"> Experience of working with Children and Young People in a residential setting Working in an Educational environment Report Writing Record Keeping 	Contents of the Application Form. Interview Professional references
Skills	<ul style="list-style-type: none"> Good interpersonal and communication skills Physically able to take part, following appropriate training, in physical interventions with young people IT competent with working knowledge of Microsoft Office Suite 	<ul style="list-style-type: none"> De-escalating skills Training in PRICE as a physical intervention technique Ability to lead a variety of out of school activities Ability to engage with young people 	Contents of the Application Form Interview Professional references
Knowledge	<ul style="list-style-type: none"> Working knowledge and understanding of Child Protection & Safeguarding including Prevent, Child Sexual Exploitation and Female Genital Mutilation. 	<ul style="list-style-type: none"> National Minimum Care Standards Understanding of the theory base which underpins autism. 	Contents of the Application Form Interview Professional references

PERSON SPECIFICATION (Cont.)

Person Specification –Care Support Worker

West Kirby Residential School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of Assessment
	These are qualities without which the applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Personal Competencies & Qualities	<ul style="list-style-type: none"> •Motivation to work with children and young people. •Ability to form and maintain appropriate relationships and personal boundaries with children and young people. •Emotional resilience in working with challenging behaviours. •Positive attitude to use of authority and maintaining discipline. •Sense of Humour •Patience •Willingness to work as a member of a team 	<ul style="list-style-type: none"> •Willingness to support colleagues due to workload commitments or staff absences •Adaptable and flexible 	Application Form Interview Professional References

JOB DESCRIPTION

Job Description– Care Support Worker

West Kirby Residential School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of The Role:

To provide, as part of a team, high quality education and care with appropriate levels of supervision to children and young people who have special educational needs.

To assist in the general care, education, safety and welfare of the children. Some of the pupils display very challenging and confrontational behaviour and although needing firm clear boundaries set, do not respond to guidance as readily as other children. Others may have social, emotional, communication or learning difficulties. All have individual needs and rights to receive good education, health and social care.

Line Management Responsibility To:

The Care Support Worker will be directly responsible to the Team Leaders.

Main Duties & Responsibilities:

General:

- Promoting and safeguarding the welfare of children and young persons
- Ensure Health and Safety Policies and Procedures are promoted through good working practices within the department.
- WKS recognises the importance of Continuous Professional Development (CPD) and is committed towards all staff having access to appropriate training. In order to enable our school and staff to develop and improve all staff have annual Appraisal or Performance Management meetings, individual targets are set consistent with our Annual School Development Plan – these targets are supported by our CPD programmes and access to training.
- Encourage and promote equal opportunity and non- discriminatory practice.

Duties & Responsibilities:

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Principal and Line Manager.

- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of Safeguarding, child protection and Prevent Duties.
- S/he shall be subject to all relevant statutory and institutional requirements.

JOB DESCRIPTION (Cont.)

Duties & Responsibilities (Cont.):

- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All staff participate in the school's performance management / appraisal scheme.
- **Operational**
- To establish and maintain positive relationships with all students, parents/carers, colleagues and other professionals
- To understand and implement the school's Behaviour Policy and Code of Conduct including the issuing of rewards and sanctions within the school's policies and procedures
- To ensure that students are aware of the school's Behaviour Policy and Code of Conduct, and support students to understand the consequences of their behaviour
- To report as required any incidents or issues of concern to the appropriate member of staff
- To contribute to the learning, personal, physical and social needs of students, while encouraging independence through the residential care setting
- To be aware of and respond appropriately to individual student's needs
- To attend to and implement the personal and physical needs of students including health and hygiene matters
- To supervise and provide support to students ensuring their safety and access to learning activities
- To assist with fostering good links between home and school
- To ensure students are able to use the equipment and materials which support the development of personal independence skills
- To use ICT effectively to support learning activities
- To supervise and to assist students to develop their personal care, hygiene and independence skills.
- To participate in reviews for students as required
- To provide assistance supervision for students during break times, lunchtimes and activities as required
- Keep abreast of developments within autism, social communication difficulties and other special educational needs legislation and relevant fields, and be fully aware of all relevant statutory legislation and requirements as outlined by Ofsted

JOB DESCRIPTION (Cont.)

Duties & Responsibilities (Cont.):

- To be a positive and professional role model, building effective relationships with young persons within the provision as well as parents, staff and external professionals
- Ensure a positive profile that promotes the provision and its role within the local community and beyond, building an atmosphere of trust and understanding that supports good communication practices. To have a flexible approach across the whole provision.
- **Administrative**
- To undertake a range of clerical and administration tasks as required associated with the maintenance of pupil care files, plans and independence skills programmes.
- With guidance and support ensure that all administrative duties, checks and documentation are completed to the required level of accuracy and within deadlines including returns and reports
- With guidance and support maintain both manual and computerised record and filing systems in line with requirements
- With guidance and support complete baseline assessments of child social care needs and plan intervention for care programmes to enhance outcomes.
- **General**
- To attend open days and meetings with parents/carers and other professionals as required
- To assist in escorting students on educational visits and to participate in extra-curricular activities as required
- To support the invigilation in school of public examinations and tests as required
- To attend relevant meetings and training sessions
- To undertake first aid training and responsibilities as required
- To keep abreast of developments and changes in post holder's field
- To comply with policies and procedures relating to Safeguarding, child protection, Prevent duty, E-Safety, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To assist in such duties and activities relating to any of the above areas appropriate to grade as the Principal and Governors shall from time to time reasonably require
- **Conditions of Employment**
- **The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment)**

You may also be required to undertake such other comparable duties as the Principle requires from time to time.





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