



## ASN Day Services Student Assistant

Our Mission is to create a community where Children and Young Adults can live, learn and work in an integrated community based on mutual respect and unfolding of individual potential

Post:	ASN Day Services Student Assistant
Service:	Day Services
Line Manager:	Day Services Manager
Salary Range:	£12.60 per hour
Hours:	Full Time and Part time hours available

**Job Dimensions**– To actively promote the rights of children and young people as individuals and provide them with high quality care and learning in accordance with the policies and procedures of the organisation. To assist in the provision of a safe and meaningful learning environment both individually and as part of a team, to help young people achieve their potential by strengthening areas where they can develop.

### **This post requires:**

- SVQ Level 2 in Health and Social Care (or working towards a suitable qualification to meet SSSC requirements)
- SSSC registration with/without conditions
- PVG membership for work with children and vulnerable adults

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- Have current Protection of Vulnerable Groups knowledge and understanding

### Desirable for Post:

- 1 – 2 years' experience of working with additional support needs (children and/or (young) adults)
- Further professional development or training in social pedagogy or education, e.g. SVQ level 3 or higher, social pedagogy, education-based training and/or workshop specific training e.g. gardening, craft etc
- Previous working/volunteering experience in a Camphill setting
- Hold a clean and current driving licence

### Key Responsibilities

- Act as learning and care support for nominated children/young people, as appropriate, and/or temporarily cover where a child/young person's carer or workshop leader is not present
- Within the learning for life day services team, create and maintain a supportive work, learning and/or therapeutic environment for children/young people in their workshop and care
- Be aware of, and contribute to, the planning and monitoring of children/young people's individual learning/behavioural objectives and targets and carry them out under the Workshop leaders/Day services manager instructions

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## Key Responsibilities

- Ensure a high standard of personal care and hygiene for the children/young people, carefully monitoring any ailments affecting the children/young people and notifying the workshop leader/ day services manager and others where appropriate
- Promote and encourage both independence and inter-dependence in children/young people at all times
- Report any co-worker behaviour that is causing difficulties or may affect the performance of the workshop
- With appropriate support, where required, provide care for a children/young people out-with the CSA Estates e.g. Activities week or day services holiday periods
- Assist with facilitating meaningful programmes for individuals or groups of children/young people and do adequate preparation for this
- Participate in general tasks within the workshops/day services

## Accountability

- Comply with the CSA Health and Safety policies, including Fire Precautions and Prevention
- Ensure all reasonable precautions are taken to provide for the safety of pupils both on campus and in the community
- Ensure all relevant and current CSA policies are understood and worked within and that it is known where to access this and further information should it be required
- Maintain confidentiality of all information concerning pupils

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- Comply with CSA regulations concerning performance of their duties and undertake any such other duties as reasonably required by the CSA

### **Personal Qualities and Aptitudes**

- Demonstrate a warm and flexible attitude
- Have the ability to work well within a team and independently as needed
- Demonstrate good communication skills with people at all levels within the organisation, with visitors and parents/ external professionals
- Be aware of, and manage, risk both to the pupil and themselves
- Be open to change
- Be willing to learn and share

### **Continuous Professional Development**

- Ensure all core and mandatory training requirements are met and certification maintained in date
- Attend lectures and in-service training as deemed relevant or necessary
- Seek out learning opportunities and transfer new skills and knowledge to the job
- Ensure at least the minimum number of CPD hours is completed each year in order to maintain SSSC (or relevant other) registration

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- Attend and actively participate in regular Support & Supervision/Mentoring sessions
- Attend an individual annual review to reflect on the past year and plan for the next one. This review is also the opportunity to discuss personal aims and aspirations although this should also be part of a continuous process
- Work to their agreed Personal Development Plan

The job holder should be aware that all individuals in this job role are entitled to request inclusion in the Access and BASP courses.

The tasks and remit contained within this job description captures the main responsibilities of the role and is not exhaustive. CSA retains the right to request other tasks, within reason, be undertaken by the post holder as requested.

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