**TRELOAR TRUST**

**JOB DESCRIPTION**

**Post: Night Student Support Assistant**

**Location:** Holybourne

**Responsible to:** Residential Manager

**Main Purpose of Job:**

To take responsibility, as a member of the night staff team, for the care and security of all residential students overnight.

As a member of the Care team to care for the students and help maintain the efficient running of the Boarding Houses.

**KEY TASKS**

Guidance Towards Independence

* To encourage the students to do as much as possible for themselves by guiding them and showing them what to do when necessary
* Helping students to wash, dress and make their beds where possible
* To help implement all aspects of individual care plans, including the administering of drugs and medication, in line with required Trust policy and procedure

Emotional Support

* To provide sympathetic advice about minor problems to do with living in a community

Clothing

* To help with washing, care and general maintenance

Cleanliness/Practical care

* To help students eat at meal times
* To help the students with their general cleanliness including washing, bathing and after toilet hygiene
* To help students with bowel and urinary management

Other duties

* To support the Trust in safeguarding and protecting the welfare of all students.
* To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
* To maintain and develop own professional knowledge and awareness.
* To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.
* A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.
* This job description will be reviewed and amended in the light of changing professional demands.

Treloar Trust

HR Department

July 2016

**PERSON SPECIFICATION – NIGHT STUDENT SUPPORT ASSISTANT**

|  |  |
| --- | --- |
| MINIMUM | **DESIRABLE** |
| **Qualifications**   * Good standard of General Education including evidence of GCSE English and Maths at grade C or above (or equivalent). * Hold (or be prepared to work towards) a relevant Level 2 or 3 qualification e.g. Health and Social Care, Healthcare Support, Supporting Teaching and Learning or Specialist Support for Teaching and Learning (or equivalent) * Night staff must be prepared to train and act as a first aider | * Level 2 or 3 qualification in Health and Social Care, Healthcare Support, Supporting Teaching and Learning or Specialist Support for Teaching and Learning (or equivalent) * CIEH level 2 Award H&S in the Workplace Qualification * Level 2 IT Qualification (or be prepared to work towards) |
| **Knowledge and Experience**   * Able to understand or to develop an understanding of the needs of young adults with a disability    Able to understand or to develop an understanding of the individual rights of young adults with a disability  Able to understand or to develop an understanding of the need to maintain and respect confidentiality | * Experience of working with adults with disabilities    Experience of working in a residential setting   Experience of working in a multi-disciplinary team |
| **Skills and Abilities**   * Good written and verbal communication skills    A willingness to support the students in developing independence skills and self advocacy   Able to work under pressure   * To be able to provide personal care relevant to the students needs | * Basic computer skills |
| **Personal Qualities**   * A commitment to promoting and   safeguarding the welfare of students   * Prepared to attend training courses, some of which will be outside normal working hours |  |
| **Physical Requirements**   * Ability to ensure students comfort and to assist with transfers * Must be able to cope with the physical demands of the job * Pushing wheelchairs and standing frames * Constant standing/walking * Assist students with walking, sitting and other activities of daily living * Moving and handling of students by means of mechanical aids * Manual Handling requirements within MH guidelines |  |
| Treloar Trust is committed  to safeguarding children, young people and vulnerable adults  All successful candidates will be subject to a Disclosure & Barring ServiceCheck along with other relevant employment checks | |

**BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE TRUST'S EQUAL OPPORTUNITIES POLICY**