****

**JOB DESCRIPTION**

**Job title: Residential Support Officer**

**Reporting to: Residential Manager**

**Hours: Average 30 hrs per week over a three week shift pattern, term time only.**

**Starting salary: Full time salary £22,492 Pro-rata: £15,351: 0.6825 contract.**

**Closing Date: Sunday 2 February 2025 at 5 pm**

**Job purpose:**

Under the direction of the Residential Manager to provide a high level of holistic support to students within the halls of residence that promotes student achievement during their residential placement on campus.

**Main duties and responsibilities:**

* Fulfil staffing rota requirements ensuring student support needs and health and safety requirements are met and entitlement to residential provision is delivered
* Act as Key worker to a designated list of students ensuring:
* Providing regular support and guidance to ensure students make expected progress towards EHCP Outcomes.
* Liaison with the independence and mobility team to ensure the transference of newly acquired skills within the residential environment.
* implement the delivery of individual Residential Support Plans.
* Complete key-working bench marking in order to provide accurate data and information on achievement and distance travelled
* Support the student review process by contributing to review reports and attendance at reviews when required.
* Monitor the welfare of students and respond in a measured and proactive way to student personal and social development needs.
* During evenings and weekends contribute to the planning and delivery of extended curriculum activities, where possible, that provide social and leisure opportunities ensuring (if required) the College Policy for Out of College activities is adhered to.
* Proactively support students to attend and engage fully with their educational programme and report any barriers to learning to the Residentia~~l~~ Manager
* To take responsibilities for Hall files being – current, secure, accessible and stored within the legal requirements.
* To support students at mealtimes within the bistro environment.
* To support students to medical appointments where needed.
* To provide a robust handover of information to staff coming on duty.
* Record all formal and informal contact with students to ensure accurate assessment of development of skills and distance travelled.
* Liaise with the medical team to identify and respond to students medical needs which may include support to attend medical appointments
* Monitor report and respond to health and safety concerns and to communicate actions to Residential Manager.
* Daily monitoring and responding to food hygiene issues.
* Contribute to an environment where all staff, visitors and students conduct themselves in an acceptable way. To recognise personal responsibility towards campus conduct and set an example of directly challenging any unacceptable behaviour on campus.

RNC is an equal opportunities employer welcoming applications from all sections of the community. We are committed to safeguarding and all successful applicants will be subject to an enhanced DBS (Disclosure and Barring Service) check.

Eligibility to work in the UK is required.

**Note: This job description covers the main, current duties and responsibilities of the job; however, it is subject to review and amendment in the light of developing or changing organisational needs. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.**

|  |
| --- |
| **Graphical user interface, text, application  Description automatically generated** D:\Users\jane.bigham\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\S39W03NZ\employer_small.png |

**Person specification –****Residential Support Officer**

Essential and Desirable criteria will be assessed using a range of methods that may include: application form, interview, task or test, presentation of certificates or required documents. Consideration will be given to candidates who may not hold the essential qualifications but who can demonstrate equivalent experience and/or a willingness to achieve the qualification on appointment

| **Attributes** | **Essential** | **Desirable**  |
| --- | --- | --- |
| Experience | * Proving support in all aspects of daily living within a residential setting to vulnerable groups
 | * Delivery of care/support plan requirements
* Delivery of social and leisure activities
* Working with people with visual impairment
* Working with young people/youth work
 |
| Knowledge/skills | * Well-developed inter-personal and communication skills
* Awareness of Health & Safety practices and guidelines
* Understanding of safeguarding and a commitment to safe practice
* Awareness of the needs of people with disabilities
* Understanding of and a commitment to equality and diversity and its active promotion
* Understanding of confidentiality
* High standard of record keeping in line with relevant data protection legislation
 | * Awareness of Ofsted Social Care Common Inspection Framework
* Awareness of PREVENT
* Dealing with conflict situations
* Report writing
* Promotion of healthy lifestyles
* Finance and Budgeting Skills
* Employability Skills
 |
| Qualifications and training | * Level 3 Diploma-Health and Social Care or equivalent experience
 | * Manual Handling
* Safeguarding
* Food Hygiene
* First Aid
 |
| Aptitudes and abilities | * Flexibility within work patterns
* Reliability and excellent time-keeping
* Positive towards improving quality
* Working well within a team
* Ability to remain calm under pressure and respond with sound judgement
* Ability to have a creative and solution focused approach to situations
* Willingness to undertake additional training and attend staff development days as necessary to fulfil requirements of the role
 | * Ability to support individuals to develop problem solving and decision making skills
* A respect for independence of individuals and their right to self-determination and to take risks
 |
| Additional/other | * Enhanced DBS (Disclosure & Baring Service) disclosure required prior to appointment being confirmed
* Full, clean UK driving licence
* Eligibility to work in the UK
 | * MIDAS trained
 |