



JOB DESCRIPTION

Job Title: Day Unit Project Worker

Department: High Close School/ Meadows School

Section: Other regulated Services/Children's services

Reports to: Day Unit Manager/Deputy Day Unit Manager

Line Manager and Budgetary Responsibilities:

Direct reports: 0

Indirect reports: 0

Budget managed: 0

Key working relationships:

Internal: All relevant support functions

External: Peers and practitioners in other agencies

Job Purpose:

Taking responsibility for maintaining the highest possible standards of physical, emotional, spiritual and cultural care within the day pupil unit during school hours.

Liaising with internal education staff, parents and other professionals to manage any difficulties that may arise.

Key Responsibilities:

- Providing meaningful care during the school day for individuals and the group within the guidelines of the School's Behaviour Management Policy
- To act as a Link Worker to several young people, to formulate and implement individual Behaviour/Crisis Support Plans and risk assessments for young people in school as required.
- The supervision/monitoring of individual day pupil's attendance and needs by liaising with education staff and parents for the purpose of collation and administration.
- Ensuring awareness of Barnardo's and the School's policies and procedures
- Ensuring all administrative processes required are properly completed within set deadlines.

Key Activities:

- Supervision of the Day Pupil Unit young people and its immediate environs. Ensuring that they are kept clean and tidy.
- To liaise on a regular basis with parents in order to obtain information and keep them appropriately informed of their child's behaviour and progress and any issues connected with their child's welfare in school.
- To liaise regularly and where appropriate with local authority education and, if necessary, social services departments.



- Providing written reports for reviews and other meetings, ensuring that relevant actions identified at such meetings are implemented.
- Having an on-going awareness of out of school issues and activities that may impact on the wellbeing of the individual day pupil or the group and that relevant parties have been informed.
- Informing the Bursar of any faults or minor repairs required in the Day Pupil Unit/work place.
- Informing appropriate senior staff of any breach of school discipline, i.e. absconding, damage to property, involvement with police etc. To ensure reports of such acts are written up and placed in appropriate records.
- Familiarising themselves with Barnardo's regulations and the School's written policy re use of vehicles and acting in accordance with them.
- Attending In-House/Establishment Training as arranged unless it is agreed otherwise by the Principal.
- Supervising and monitoring the day pupils at breakfast club and lunchtimes and during any after school activities.
- Participate in Behaviour Management (TCI) and to manage the challenging behaviour of pupils following the TCI approach at all times.
- To ensure an awareness and understanding of a range of Barnardo's policy statements, including Behaviour Management, and to review/discuss these on a regular basis in supervision/team meetings.
- To ensure child protection issues are appropriately recorded and handed over to the Designated Safeguarding Leads, in line with the School's Safeguarding Policy and procedures.
- To follow the School's Staff Code of Conduct at all times.
- To follow the School's Local Health & Safety Rules
- Participate and support in the Ofsted inspection process.
- Any other reasonable duties as required by the Principal.

This Job Description and Person Specification reflect the duties of the post as they exist at this time and may be subject to changed based on the needs of the Department Programme. The post-holder may be required to undertake other duties commensurate with the salary and competence requirements of this post from time to time as required.

Pre-employment checks will be required for the role.



PERSON SPECIFICATION

All criteria are essential unless indicated as desirable (D).

Job Title: Deputy Day Unit Manager

Please note: Applicants must demonstrate in their application form that they currently use the skills outlined below or have used them previously in employment, education, training, volunteering etc.

Education/Knowledge

- Knowledge and understanding of childcare practice.
- Knowledge and understanding of child protection and safeguarding issues.
- Knowledge and understanding of Equal Opportunities and anti-discriminatory practice.
- Knowledge and understanding of GDPR (General Data Protection Regulations) and management of sensitive information.

Experience

- Demonstrable record of good working practice with children and young people, having a positive impact on their lives and meeting their needs.
- Experience of working as part of a team
- Experience of accurately and clearly recording case notes deploying the necessary standard of writing and IT skills
- Experience of applying child protection and safeguarding procedures
- Experience of working in challenging/stressful situations effectively

Skills/Abilities

- Able to drive project vehicles (D)
- Able to plan and prioritise work allocated.
- Able to support or physically participate in behaviour management and restrictive physical intervention techniques (Therapeutic Crisis Intervention)
- To provide an effective role model to both staff and young people.

Circumstances

- Accepts requirement to work in a non-smoking environment consistent with Barnardo's statutory obligations and guidelines on our working environment in all other respects
- Flexibility in working hours and location, as per contract of employment, with a reasonable consideration for personal circumstances and planning of arrangements.
- From time to time, the role may require attendance at meetings, training and other events outside of normal working hours.

Competencies

Team Working

Ability to work collaboratively and share information within and across the organisation and contribute to the effective delivery of Barnardo's services. Builds and maintains good working



relationships with colleagues to foster team spirit, commitment to the team and achievement of shared goals.

Striving for Excellence

Desires to improve performance, do a task better (faster, more effectively or at lower cost) by committing self in accomplishing challenging objectives/targets or competing against more stretching self-defined standards of excellence.

Concern for Accuracy

Acts to minimise errors and inaccuracies, maintaining high standards of accuracy and correctness in dealing with information and data. Adopting an orderly and precise approach to work paying careful attention to following standard procedures and ways of working

Barnardo's Basis and Values, and Equality, Diversity & Inclusion (EDI) Code of Conduct

Actively demonstrate Barnardo's Basis and Values and EDI Code of Conduct in all areas of work:

- Respecting the unique worth of every person
- Encouraging people to fulfil their potential
- Working with hope
- Exercising responsible stewardship

To be completed by the People Team / Pay and Reward Team

Job Title	Day Unit Project Worker
Grade	E
Job Family	Other Regulated Services
Job Type	Professional
Compensation Region	Rest of UK
Job Function (NI only)	