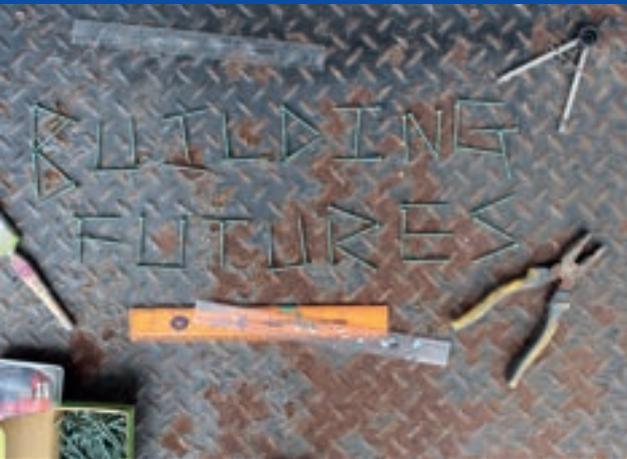


Join our team



www.break-charity.org

Schofield House, Spar Rd, Norwich, NR6 6BX
Registered charity no. 286650



Welcome

from Rachel Cowdry, CEO

Whatever a child's start in life, we believe there is no limit to what they can achieve. This principle lies at the heart of what we do, and if you choose to join the Break family you will be joining our continuing journey to offer the support and opportunities necessary for the children and young people in our care to reach their full potential. We know from talking to the young people in our care that they need consistency, love, and people willing to walk with them through all of life's ups and downs. Our work is not just about giving a young person a single good birthday, but rather an entire lifetime of good birthdays.

At Break, we invest in your future as well as in the futures of the young people you will support. We are committed to ensuring we offer the opportunities you need to develop professionally and reach your potential. You might start off as a support worker, but through the challenges you will face and the guidance and support we will give you may very well end up as a life saver, responsible for building the relationships that can begin to heal years of hurt.

Break is an innovative organisation, brave enough to take risks and develop new ideas that can improve what we currently offer young people but also experienced enough to know what really matters. Help us to change young lives. Help us do amazing things.

Rachel Cowdry



Changing young lives all across East Anglia

Our values:

We inspire and create hope

We are optimistic

We make a difference

We do the right thing

We are inclusive

We listen to and respect all individuals

It would be impossible to meet our values without our staff.

It's their work and expertise that **ties together** all of our campaigns, projects and services into a cohesive network of support.

Break's homes strive to provide the highest quality of care - a quality that wouldn't be possible without our dedicated team. We believe in **recognising and rewarding** the essential part you have to play in our vital work, and in **the importance of investing in your future** as well as in the futures of the children and young people you will help care for.

Job Description

Children's Disability Services – Long Stratton, Norfolk

NL2569 – September 2023

Post: Support Worker

Responsible to: Manager, Deputy Manager

Responsible for: Not Applicable

Location: Long Stratton, Norfolk

Purpose

- 1 To assist the management team in ensuring that the Service achieves its strategic aims
- 2 To ensure that all of your actions on duty are focussed on maximising positive outcomes for our service-users

Main Tasks and Responsibilities

- 1 To be able to evidence Break's values at all times, which underpin Break's mission of 'Changing Young Lives' by:
 - Listening to and respecting all individuals
 - Working in an inclusive way
 - Doing the right thing
 - Making a difference
 - Being optimistic
 - Inspiring and creating hope
- 2 To work as part of the care team
- 3 To access identified developmental opportunities for service-users
- 4 To protect the service-users from threat to their health, well-being and development, both from inside and outside the Service
- 5 To maintain a service environment that is appropriate and sensitive to the needs of the service users



- 6 Where possible, to ensure service-users are included in any decision-making related to the day-to-day running of the service/shifts
- 7 To implement management decisions in a manner that provides an empowering, positive experience for service-users
- 8 To ensure the key stages in service-user contact with the Service, such as referral, admission and discharge, run smoothly and timely and reflect decisions recorded in care plans
- 9 Where appropriate, to participate in the development, implementation and monitoring of individual care plans
- 10 To develop and maintain good working relationships with:
 - Parents and other family members
 - Social Workers
 - School Staff
 - Other professionals with a concern for the children's and young people's needs, such as General Practitioners or Psychologists.

To ensure that specific needs are met such as:

- Dietary requirements
 - Culturally significant activities
 - Religious observance
- 11 To ensure that service-users carry as much responsibility for their own lives as they can reasonably and demonstratively be expected to manage, keeping them informed of their circumstances and rights, involving them in day-to-day planning of their lives and supporting and helping them towards taking greater control and responsibility.
 - 12 To ensure compliance with all statutory and legislative requirements
 - 13 To ensure that you work in accordance with the health and safety training that you are provided. Following policies and utilising any controls and/or equipment provided in the interest of health and safety.
 - 14 In the event that you identifies an unsafe condition, hazard or risk within the workplace, then then you must notify whoever is responsible for health and safety in that working environment
 - 15 Any other reasonable task as directed by your Line Management.



Person Specification

Support Worker - Children's Disability Services – Long Stratton, Norfolk

NL2569 – September 2023

Factor	Essential	Desirable	Method of Assessment
Education and Qualifications:	<ul style="list-style-type: none"> • Good standard of Education including literacy and numeracy 	<ul style="list-style-type: none"> • Relevant NVQ Level 3 Diploma or equivalent – if not be prepared to complete within two years of appointment 	<ul style="list-style-type: none"> • Checking original certificates
Experience of:	<ul style="list-style-type: none"> • Liaising with other Professionals/Agencies • Participating in the care assessments process 	<ul style="list-style-type: none"> • Recent experience of working with children with learning disability or social and communication disabilities within the autistic spectrum. • Assisting other people with their Personal Care • Being in a Key Worker role • Working in a residential establishment • Administering Medication • Working with Challenging Behaviour 	<ul style="list-style-type: none"> • Via application form and verified by references
Ability to:	<ul style="list-style-type: none"> • Demonstrate an understanding of, and consistently work to, the values of Break • Work flexibly and on own initiative • Work as part of a team 		<ul style="list-style-type: none"> • Via application form and verified by references



	<ul style="list-style-type: none"> • Work occasional waking night shifts • Communicate effectively • Demonstrate effective listening skills • Work to high professional standards • Establish caring relationships within professional boundaries • Relate well to young people • Deal with challenging behaviour • Work closely with parents and professionals • Maintain accurate records and write reports • Work calmly under pressure • Where personal care is appropriate, provide this to a high standard • Physically and mentally cope with the demands of the role • Drive and have access to their own transport 		<ul style="list-style-type: none"> • Through appropriate questions and answers at interview • Sight of a valid current Driving Licence
<p>Knowledge of:</p>	<ul style="list-style-type: none"> • And a commitment to Health/Safety and Welfare requirements • Confidentiality and data protection 	<ul style="list-style-type: none"> • The Care System • Children’s Homes regulations 2015 • Other Childcare Legislation • And an understanding of children’s development 	<ul style="list-style-type: none"> • Through appropriate questions and answers at interview



Additional requirements:	<ul style="list-style-type: none"> • Willing to participate in children’s recreational programme, including swimming pool activities 	<ul style="list-style-type: none"> • Be able to cook and have an understanding of food hygiene laws 	<ul style="list-style-type: none"> • Via application form and verified by references • Through appropriate questions and answers at interview
Committed to:	<ul style="list-style-type: none"> • Continuous professional development • Willing to undertake training and development courses approved by Break • Engage fully in supervision and appraisal • Working flexibly within a staff rota to meet the staffing needs of the home • Supporting the development of colleagues and the service as a whole 		<ul style="list-style-type: none"> • Via application form and verified by references • Through appropriate questions and answers at interview

Explanation

When completing the enclosed application form, please be aware that the above person specification will be used in determining the short-list for interview. Only information provided by you on the application form can be used when making this decision.

Please Note: Appointment is subject to DBS checks and applicants must meet the suitability criteria outlined in the Children’s Homes (England) Regulations 2015.



General Terms of Appointment and Conditions of Service

Support Worker - Children's Disability Services

Long Stratton, Norfolk

NL2569 – September 2023

The terms and conditions of employment are in accordance with the information provided in the Break Employment Policies and Practices.

Hours of Work: The normal working week is **thirty eight (38) hours** per week. The Home must provide seven day per week, 24 hour per day staff cover and therefore all staff have to be prepared to work extra duties at times of staff illness and holidays, for which time off in lieu will be given.

Salary: The current full-time salary for this position is **£23,571 to £24,183** per annum, depending on qualifications (maximum full-time job rate potential is **£24,996** per annum which is performance related).

The starting salary will be **£23,571 - £24,183**, depending on qualifications.

Salaries are reviewed each year. Salaries are paid in twelve equal instalments on, or just before, the last day of each month. Payment is by BACS.

Location: The post will be located in Long Stratton, Norfolk.

Leave: The annual leave entitlement is **235.6 hours** inclusive of Statutory and National Holidays.

Notice: The employment is subject to one month's notice in writing on either side.

Probationary Period: New entrants are required to serve a probationary period of not less than six months. During the probationary period, either party may terminate this employment by giving not less than one week's notice, in writing.

Life Assurance: Staff are eligible for Life Assurance on completion of satisfactory probationary period.

Appraisals: Appraisals are operated by Break.

Right to Work: All prospective employees are required to produce one of the following documents to verify their entitlement to work in this country to comply with the Asylum and Immigration Act, 1996:

- British Birth Certificate & Government Letter showing National Insurance Number
- Passport showing holder to be a British Citizen
- An EEA Passport



- A Certificate of Registration or Naturalisation as a British Citizen

In addition all foreign nationals are required to provide appropriate evidence of eligibility to work in the U.K. i.e. a work permit / visa, where applicable. The original of these must be produced at the interview stage.

Disclosure and Barring Service (DBS): The Rehabilitation of Offenders Act 1974 Exceptions Order 1975 and the Rehabilitation of Offenders Act 1974 Exceptions Amendments Order 1986 provides some exceptions from the general provision of Section 4.2 of the substantive Act for those employed in or seeking employment connected with the provision of Social Services.

Applicants for the great majority of posts are not entitled to withhold information about certain convictions which for other purposes are 'spent' under the provisions of the Act and therefore when applying for this post you must disclose any unspent criminal convictions which you may have. In the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by Break. Any information given will be completely confidential and will be considered only in relation to any application for a position for which the order applies.

Additionally it must be understood that in signing the application form you are agreeing that in the event of your application for employment proving successful a check of DBS records will be undertaken if it is deemed appropriate for the post in question.

You will be required to provide further information before the check proceeds, which will be requested of you after the provisional appointment decision is made.

Certificate of Good Conduct: As of the 1st April 2017 a certificate of good conduct will be applied, should an applicant have worked outside of the UK in the last 5 years. This check will be completed for each country that is relevant, as a method of verifying their police record for any convictions outside of the UK. This check must be completed for any relevant applicants prior to employment offer being confirmed.

Information from other Authorities/other Sources: Break reserves the right to check against any relevant legal sources for example the DOH or DOE.

Pensions: To help people save more for their retirement, the government requires employers to enrol their workers into a workplace pension scheme. This applies to those who aren't already in one and who:

- earn over £10,000 a year (£833 a month);
- are aged 22 or over; and
- are under State Pension age.

As part of the government's auto-enrolment scheme you will be enrolled into our pension scheme on your first day of work with Break. The scheme is provided by AEGON.

After enrolment you could choose to opt out of the scheme if you want to, but if you stay in you would have your own pension which you get when you retire. Break and you, the employee, would pay into it



every month. The government would also contribute through tax relief. Your pension would belong to you, even if you left us in the future.

All new employees are supplied with appropriate information.

Equal Opportunities: Break has a policy which seeks to ensure that all employees are selected, trained and promoted on the basis of ability, the requirements of the post and the other similar and objective criteria. The sex, marital status, race, colour, sexual orientation etc., of an applicant or employee does not affect the employment opportunities made available, except as permitted by legislation.

Car User Status: The Break residential units each have their own car. However, if post holders provide use of their own car (subject to satisfactory insurance) a mileage allowance will be paid.

Meals: Free meals are provided when on duty.

Medical Examination: Successful applicants may be required to have a medical before any appointment can be formally offered.



Benefits and support

Break's homes strive to provide the highest quality of care - a quality that wouldn't be possible without our dedicated team. We believe in recognising and rewarding the essential part you have to play in our vital work, and in the importance of investing in your future as well as in the futures of the children and young people you will help care for.

To that end, we offer:

- Free, career-enhancing qualifications
- A “golden hello” scheme welcoming you to our services, with £500 paid to you one month after your start date and a second £500 at the six month mark
- A referral scheme offering the same two payments as the golden hello if you recommend a contact who goes on to be employed by Break
- Access to the Blue Light benefits platform enabling you to access discounts across a range of shops, venues and services (your membership fee will be reimbursed)
- Additional services related holiday from 2 years
- Access to multiple Wellbeing initiatives
- A free counselling service to all our employees
- The opportunity to influence Break's strategy and direction through the Staff Consultation Forum
- Life assurance to the value of 3x your annual salary
- Enhanced sick pay
- Free flu jabs

How to Apply

If you want to invest in your future and make a difference to children and young people while building your career, and you feel you have the required enthusiasm and experience, then we welcome your application.

Apply online at:
www.break-charity.org

For an informal chat about the position, call or email us via:

01603 670100
contactRECRUITMENT@break-charity.org