JOB DESCRIPTION

Job Title: Student and Family Support Worker
Grade: Level 3

1.0 JOB PURPOSE

1.1 A Student and Family Support Worker is required to support students and their families on our STRIVE and THRIVE programmes at The Hive College.
   - The STRIVE programme is focused on the students continuing to develop their cognition and communication skills as well as being supported in a physical and sensory capacity.
   - This development will lead ultimately to a smooth transition in relation to meaningful access to activities within their community.
   - The THRIVE programme is focused on the students gaining supported employment or volunteering opportunities and improving their communication skills so that they are able to participate safely in activities within their community.

1.2 The role will include identifying activities that meet the student’s individual needs and desires within their own communities and also sourcing opportunities for supported employment and volunteering roles. Close liaison with parents must be established and maintained to support them and their child in their transition into adult life, once they have left The Hive College.

1.3 In order to carry out the duties of the Student and Family Support Worker, the successful applicant will need to have excellent ICT skills and hold a full, clean driving licence.

2.0 DUTIES & RESPONSIBILITIES

2.1 To research and arrange appropriate activities for students on the STRIVE programme that is centred within their communities and meets their individual needs and interests, so that they can engage in the wider community.

2.2 To support students on the THRIVE programme, following the volunteering pathway, by sourcing appropriate supported employment or volunteering opportunities to suit their individual needs and interests.

2.3 To support students on the THRIVE programme, following the communication and supported independence pathway, by sourcing appropriate activities to meet their needs and interests.

2.4 To establish strong relationships with the students and their parents to ensure that college is meeting all their needs and aid transition into adulthood.

2.5 To organise Parent Group support meetings.

2.6 To work alongside the Work Placement Co-ordinator to ensure continuity across all the programmes offered at the college.

2.7 To carry out Risk Assessments to ensure all health and safety policies are in place within any premises used by the students.

2.8 To establish excellent working relationships with employers and volunteering groups and develop links with other external agencies to facilitate transition.

2.9 To support students progression into suitable supported living as required.

2.10 To maintain systems for monitoring student’s progression within their communities, in supported employment or volunteering roles and supported independence.
2.11 To support the use of information and communication technology in the classroom and within the community and maintain up to date student records.
2.12 To adhere to the principles of safeguarding young adults when they are out in the community, in supported employment or in volunteering roles.
2.13 Maintain contact with students and parents when they have completed their programme of study, to ensure they remain engaged in activities within their communities.
2.14 Review and develop own professional practice and participate in appropriate professional development including the principles of performance management.
2.15 To adhere to the ethos of the college, for example:
   • To set an example of personal integrity and professionalism.
   • To promote the agreed vision and aims of the college.
   • Attendance at appropriate staff meetings and parents evenings.
2.16 Any other duties as commensurate within the grade in order to ensure the smooth running of The Hive College.

3.0 SUPERVISION RECEIVED

3.1 Supervising Officer’s Job Title: College Vice Principal / Work Placement Co-ordinator
3.2 Level of Supervision:
   1. Regularly supervised with work checked by supervisor.

OBSERVANCE OF THE COLLEGE’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

Job description issued by: ____________________________________________

College Principal