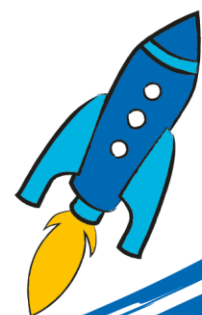


Children's Support Assistant

Candidate Briefing Pack



Dear Candidate

Thank you for your interest in becoming a Children's Support Assistant at The Children's Trust.

The Children's Trust is the UK's leading charity for children with brain injury. We are unique, with an international reputation for the work we undertake to improve the lives of the children and families with whom we work. We provide information and support to thousands of children with brain injury and their families annually, through education, care, therapy and research. We provide expertise and experience in meeting the needs of children and young people with acquired brain injury, neuro-disabilities and complex health needs.

As a Children's Support Assistant, you will report to the House Manager. Your role will be to work as a Children's Support Assistant providing a high quality of care to children/young people and their families, considering the individualised needs for each child based within your allocated Rehabilitation or Residential House.

This is a chance for an outstanding candidate to make a significant and lasting difference to the lives of thousands of children and families.

Kind regards

Claire Shiels
Head of Nursing and Care.

The Charity

The Children's Trust is the UK's leading charity for children with brain injury and neurodisability.

The charity provides rehabilitation, medical care, special education, community services and expert information.

Our key services are:

- Rehabilitation for children with Acquired Brain Injury (ABI)
- A non-maintained special school, with associated residential houses for children with complex education, health, therapy and care needs
- Support for children with ABI and their families in the communities across the UK, through our Brain Injury Community Services.
- Online information and support via our publications and braininjuryhub.co.uk

Our residential services based at our national specialist centre in Tadworth, Surrey, work in partnership with the NHS and local authorities to provide a step-down pathway of care between hospital and home. The centre is entirely child and family focused to ensure that their needs are appropriately supported.

In the community, we provide clinical support to complement local services and give children and young people with ABI the best chance of succeeding at home and in school.

We are the only paediatric centre with a national specialised commissioning contract (through NHS England) to provide brain injury rehabilitation for children with severe brain injury. Our other services are funded through local health commissioners (such as clinical commissioning groups), social care and education authorities, together with the millions raised through voluntary fundraising.

Thanks to the generosity of The Children's Trust's supporters, our 24 acre Tadworth site features a modern hydrotherapy pool, accommodation for parents, specially adapted equipment, a nature trail and soft play areas.



We run a non-maintained special school for children with complex education, health, therapy and care needs with associated residential houses. The Children's Trust School supports children and young people from 2 - 19 years old and is dual-registered with the Care Quality Commission (the school residential houses) and Ofsted Education.

The Children's Trust is a charitable organisation with approximately 750 committed staff and over 1,000 volunteers with a range of expertise across nursing and care, education, therapy, operations and centralised support functions such as finance, HR, fundraising and communications. A number of these staff are based off site around the UK in our charity shops.

Job Description

Job Title	Children's Support Assistant
Reports to	House Manager
Direct reports	None
Level	Entry & Experienced
Location	Tadworth, Surrey
Salary	£27,498 per annum (inclusive of outer London weighting)
Hours of Work	37.5hrs per week to operate across a 24-hour shift pattern
DBS	Enhanced with Children's & Adult's Barred List

Job Purpose

You will work as a Children's Support Assistant providing a high quality of care to children/young people and their families, considering the individualised needs for each child. You will be based within your allocated Rehabilitation or Residential House but may be required to work across site according to service need.

In addition to this, take an active involvement in the development of less experienced Children's Support Assistants by carrying out supervision and contributing to personal development reviews.

Duties and Responsibilities

Clinical/Care/Therapy and Education Skills

- Provides a high standard of direct care, therapy and education to children/young people and their families, in accordance with their care, education and therapy plans.
- Develop clinical competencies within the competency framework, appropriate to their entry level of experience, and develop further competencies as identified in The Children's Trust competency framework.
- Contributes towards providing a stimulating, age-appropriate house, and therapy and school environment.
- Takes part in children/young people's recreational activities and outings.
- In conjunction with professionals participates in the review system by writing reports and attending meetings as required.
- In conjunction with medical, nursing, therapy and education professionals ensure that during their shifts, the appropriate plans and programmes are implemented by their respective teams.
- Undertakes Risk Assessor training as delegated by line manager.
- Support the delivery of an integrated service model supporting children and young people to maximise their opportunity in learning and participating in everyday activities.
- Work as part of a transdisciplinary team in areas as required, to provide high quality and evidence based services.

- Demonstrate understanding of strengths and needs of all family members.
- Place the child, young person and family central to our care, sharing decisions, actions, family priorities and preferences.
- Recognise families as partners and co-produce decisions to personalise education, health, therapy and care.
- Work as holistic enablers to support education, health, therapy and care.
- Support implementation of waking day curriculum and 24-hour neurorehabilitation, maximising opportunities for the child/young person to generalise learning and work on goals across the waking day.
- Undertakes other or additional duties that are within your skills and abilities, as the organisation may reasonably require from time to time.

Communication

- Communicates effectively with children and young people, families, and members of the inter-professional teams.
- Understands a range of communication methods and styles that could help meet the child/young person's communication needs, wishes and preferences.
- Recognises barriers to effective communication and reduces these as appropriate.
- Is able to document concise records.
- Clearly reports any concerns to senior staff and actions as instructed.
- Participates effectively in education, therapy, medical and care meetings.
- Utilise efficiently The Children's Trust Information technology systems of communication and assists Children's Support Assistants – Level 1 (and any others) in their development of effective IT skills.

Management of self and others

- Attends mandatory training, as directed by line manager, to ensure underpinning knowledge, skills and competencies are developed and attained to carry out their job effectively,
- Participates in The Children's Trust development programme.
- Commitment to commence RQF Level 3 Diploma for Residential Childcare (England) in identified area within an agreed timescale with line manager.
- Shares knowledge and skills with other members of the inter-professional team.
- Work flexibly to meet the needs of the service which operates 24 hours a day 365 days a year, including weekends, nights, and bank holidays (including Christmas and New Year).
- Work in a range of different environments including The Children's School, residential houses, residential rehabilitation and undertaking local community outings /trips.

Safeguarding

- Acts in the best interests ('in loco parentis) of the child/young person, at all times,
- Acts as the child/young person's advocate, ensuring they remain safe.
- Adheres to The Children's Trust Safeguarding Children and Young People's Policy and Procedures.

Undertakes at least one of the following.

- Attends meetings to represent young people and families.
- Risk assessor.
- Orientation partner.
- Contributes to care plans.
- Co-Key working.

Professionalism

- Adhere to the policies and procedures of The Children's Trust.
- Maintain professional boundaries and professionalism at all times.

Governance

- Adheres at all times to The Children's Trust Principles of Delegation Policy for Nursing, Care and Therapy Staff policy.
- Implements care, education and therapy programmes as prescribed by professionals.
- Required to work a flexible shift pattern to cover the 24-hour service delivery.
- Demonstrate working knowledge of regulatory compliance e.g. CQC, Ofsted Care and Ofsted Education frameworks, children's home regulations and Keeping Children Safe in Education (KCSIE).

Health and Safety

- Adheres to all health and safety guidelines, including infection prevention and control.
- Provide evidence of a valid NHS Covid Pass or acceptable proof of Covid vaccination or medical exemption and all vaccinations (or medical exemption) required for the post.
- Adhere to manual handling procedures and complete mandatory manual handling training.
- Promotes the health and safety of others.
- Uses the incident reporting and risk assessment system (IRAR), to identify and report risks and incidents/actions if directed.
- Responsible for identifying and mitigating risk within the work environment.

Wellbeing and Emotional Resilience

- Maintains a positive approach and outlook when dealing with change and overcoming challenges and problems.
- Recognises own limitations, develops realistic goals, and uses support network resource when or if necessary.
- Treats challenges and problems as a learning experience.
- Remains organised and focused when under pressure.
- Responds appropriately and effectively to all constructive feedback.
- Motivates self and others.

Competencies

Level

- Builds on skills gained in first six months of employment.
- Working towards completion of RQF Level 3 Diploma for Residential Childcare (England).

Clinical Skills

- Implementing eating & drinking programmes.
- Initiating play activities with the children.
- Promoting comfort and implementing pain tools and protocols.
- Supporting behavioural management plans.
- Using postural management techniques and equipment.
- Understanding principles of care and acquired brain injury.
- Understanding and management of seizures.
- Understanding the safe use of equipment for children and young people.
- Able to follow care, therapy, and education programmes.
- Undertaking personal Care (activities and daily living).
- Co-key worker.
- Chest physiotherapy.
- Taking and interpreting vital signs.
- Dispensing and administering medication.
- Dispensing and administering rectal medication.
- Dispensing and administration of buccal midazolam.
- Assist in the administration of nebulisers/inhalers.
- Basic life support skills.
- Child specific tracheostomy management.
- Oral suction and mouth care.
- Assistance with prescribed oxygen administration.
- Bolus and continuous feeds via enteral/nasogastric route.
- Intermittent catheterisation.
- Colostomy/ileostomy management.
- Child specific ventilator management, non-invasive or invasive.
- Changing and maintaining a gastrostomy button.
- Urinalysis...obtaining and interpreting.
- Administering EpiPen in acute emergency situation.
- Blood glucose monitoring.

Medicines Management

- Following successful completion of Safer Administration of Medication training and assessment administers medication as per TCT policy and procedures.

Health, Safety and Well-being

- Understands and adheres to basic infection control requirements.

- Understands and works within risk assessments.
- Understands IRAR and the process and importance of incident reporting.
- Basic moving and handling (animate).
- Basic moving and handling (inanimate).
- Awareness and understanding of Fire procedures and evacuations.
- Lone working (if in community).

People Management

- Acts as an orientation partner.
- Able to think through and implement strategies to enhance children/young people's learning/rehabilitation activities.

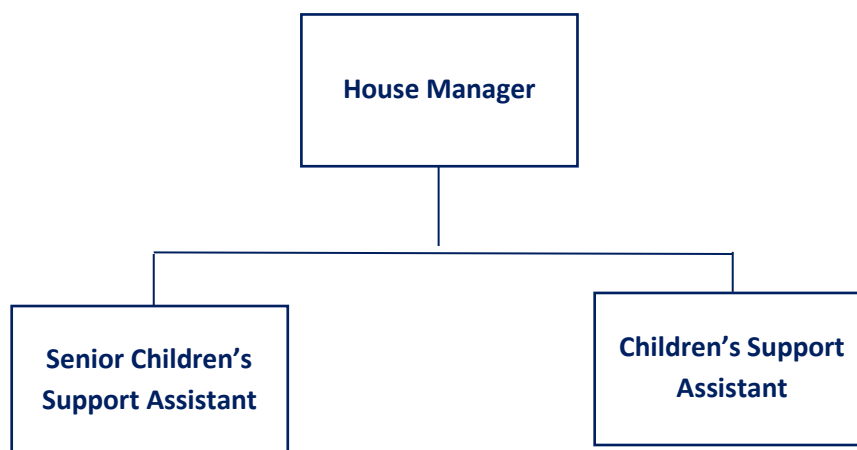
Organisational Skills

- Contribute to details of care plan.
- Further development of multi-disciplinary skills.
- Safeguarding onsite and in community.
- Understanding finance at the Trust.
- In conjunction with professionals participates in the review system e.g. writing reports and attending meetings.
- Involvement in the audit process.

Mentorship

- Orientation partner.

Organisation and Structure



Person Specification

Selection Criteria:		Essential / Desirable
Education & Qualifications	<ul style="list-style-type: none"> • Agreement to work towards Regulated Qualifications Framework Level 3 (Residential Childcare) / Qualification Credit Framework (QCF) Level 3. • National Vocational Qualification (NVQ) / Regulated Qualifications Framework (formerly QCF) level 2. 	<p>Essential</p> <p>Desirable</p>
Experience	<ul style="list-style-type: none"> • Previous experience of working with children/young people with disabilities and complex health needs. 	Essential
Skills & Knowledge	<ul style="list-style-type: none"> • Good level of written and spoken English. • Able to prioritise tasks and have a flexible approach towards learning. • Highly organised & the ability to effectively communicate with children/young people, families, and the multidisciplinary team. • Understands and has the ability to document concise and accurate records. • Understands and maintains confidentiality as appropriate. • Works within professional boundaries. • Adheres to equality and diversity standards. • Implements individual care plans as assessed and devised by senior staff. • Able to effectively communicate with children/young people, families, and the multidisciplinary team. • Active member of the multidisciplinary team. • Actively participates in supervision and the Performance Development Review process. • Basic understanding of IT systems. 	All Essential
Personal Qualities	<ul style="list-style-type: none"> • Commitment to the vision and values of The Children's Trust. • Flexible and 'can do' attitude to competing commitments in workload. • Highly motivated and reliable. • Ability to cope working in a demanding environment. • Commitment to maintaining personal wellbeing and the wellbeing of colleagues. 	All Essential

Safeguarding

The Children's Trust is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment.

Many roles at The Children's Trust are exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and as such, are subject to an Enhanced DBS check. Successful applicants will be required to complete an Enhanced Disclosure & Barring Service (DBS) check.

The exceptions to this are our retail roles within The Children's Trust shops, which are subject to Basic DBS checks.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](#).

Equity, Diversity & Inclusion

At The Children's Trust we recognise how important it is to have leadership that reflects the children, young people and families that we support. We also recognise that staff, comprised of a range of skills, backgrounds and experiences will help us to better understand the needs of those we support, and how we can best represent their interests.

We, therefore, particularly welcome applications from disabled people, individuals from diverse ethnic backgrounds and those from other under-represented groups.

The Children's Trust is committed to achieving equity, diversity and inclusion (EDI) across all levels of the organisation. For further information, see: <https://www.thechildrenstrust.org.uk/about/statement-equity-diversity-Inclusion>

Our Promises

Our Promises capture our strengths and aspirations. They guide the way we act, interact and come together to achieve our goals. The journey we took to reach our Promises has been an important one. A highly collaborative and iterative process that has seen each word shaped by our people – our volunteers, employees, partners, trustees, and suppliers. Perhaps most importantly, at the core of this process are our children, young people, and their families. This journey has given us a critical opportunity to give children and young people a voice. As a result, our Promises have been genuinely enriched by them. That's because how we work and carry out our role is as important as what we do, and that's why as part of The Children's Trust, we all need to live by our five Promises.

