



The **Benjamin** Foundation

Welcome to The Benjamin Foundation

Thank you for expressing an interest in our vacancy for a Schools Based Support Worker in Norwich.

More information about the position, including a Job Description and Job Specification are enclosed. If you would like to find out more information about the service, please take a look at our website www.benjaminfoundation.co.uk/jobs

If you have any questions regarding the vacancy, please contact the HR Department by email at recruitment@benjaminfoundation.co.uk

Please return your completed applications by email to:-

recruitment@benjaminfoundation.co.uk



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Schools Based Support Worker – Norwich area 'Time for You' Service

Sessional Term Time Only Contract

£12.81 per hour

12 hours worked during school hours will be available with the possibility of further work in the future.

Plus Car User's Allowance, agreed mileage, Employee Pension Scheme & other benefits

Are you looking for an exciting new challenge to work within a charity that provides support to young people?

We are looking to recruit a Schools Based Support Worker to deliver our 'Time for You' Emotional Wellbeing Service in schools in Norwich and the surrounding area.

'Time for You' is a dedicated Early Help service offering support and advocacy to children and young people. Working in a one-to-one or small group setting, 'Time for You' provides timely and effective interventions focused on increasing self-esteem and improving resilience.

Visiting allocated schools on a weekly basis, Support Workers design and deliver individual support programmes for the children and young people who are referred to them.

The Benjamin Foundation is committed to safeguarding and promoting the welfare of young people. An enhanced DBS check will be required for successful applicants.

The Benjamin Foundation embeds the Nurtured Heart Approach[®] which creates strong and improved relationships by focusing on positive behaviour rather than energising negativity, providing clear rules and consequences, creating an environment in which people thrive.

To apply, visit <http://benjaminfoundation.co.uk/jobs>
OR email recruitment@benjaminfoundation.co.uk

Closing Date: Wednesday 29th November 9am

Interview Date: formal interview on Wednesday 6th December



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Time for You School Based Support Worker

Job description

Job title:	Time for You Support Worker
Employer:	The Benjamin Foundation
Location:	This Time for You Service is based in Norwich and surrounding area
Contract:	Sessional contract during term time only. Approximately 12 hours per week to be worked within school hours over at 3 days.
Salary:	£12.81 per hour
Hours of work:	Term Time Only
Department:	Time for You
Reporting to:	Manager of Early Help Services

Job purpose

1. To manage a caseload of children and young people, promoting effective support tailored to individual need
2. To foster and develop working relationships with schools and other partners
3. To work as part of a team to ensure consistency of high quality service delivery

Main duties

Service Delivery

1. To be experienced at delivering 1-to-1 and small group support to vulnerable children in one or more of the age groups 4-7, 7-11, 11-16.
2. Be empathetic and responsive to the needs of individual children
3. Maintain appropriate confidentiality with regards to children and their families
4. Respond to Child Protection matters as necessary
5. Recognise and maintain appropriate professional boundaries
6. To be able to build and maintain relationships with individual schools and the staff that work in them

Professional Knowledge, Internal Processes and Systems

1. To use a range of techniques to provide a bespoke support package to children and young people referred to the service
2. Use agreed evidence collecting and reporting techniques to record work with children and young people
3. To provide evidence for reporting to schools, funders and other agencies as required



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4. To engage with the Family Support Process where appropriate
5. To have a good understanding of Child Protection legislation and procedures
6. To maintain effective case notes

Communication

1. Through discussion with the child/young person, and with information gathered from the referrer and parent/carers if appropriate, to come to an agreed understanding of the issues and the possible actions that could be taken to resolve problems and offer support
2. To act in the best interests of the child or young person at all times
3. To plan a series of actions that should lead to the desired outcomes for that child/young person. This individual support programme will be discussed with the child/young person and with the referrer and parent /carer where appropriate
4. To inform, advise, support, mentor and advocate with the aim of delivering the agreed individual support programme
5. To develop and deliver a range of support packages for individual children and young people
6. To be aware of the sensitivities and challenges that working in a range of settings demands and to make sure professional boundaries, health and safety and necessary risk assessments are maintained and implemented at all times
7. To contribute to the development of the Early Help Services including attending Group Supervisions, Team Meetings and Away Days

General

1. To maintain key relationships to high standards at all times
2. To attend and report to relevant meetings both within and beyond The Benjamin Foundation
3. To undertake personal development and attend Personal Reviews and any relevant training
4. To undertake such other duties as may be delegated or assigned commensurate with the level of grading and role of the post
5. To adhere to the organisations Health & Safety Policies and Procedures

The Benjamin Foundation fully embeds the Nurtured Heart Approach in all that it does and staff will adopt this approach as part of their practice.

The Benjamin Foundation reserves the right to alter the content of this job description following consultation, to reflect changes to the job or services provided without altering the general character or level of responsibility.

This post is subject to a full and satisfactory DBS disclosure

Name of Job Holder:

Signed Job Holder:

Date:

Name of Line Manager:

Signed Line Manager:

Date:



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Time for You School Based Support Worker Person Specification

Criteria	Details	Essential	Desirable	Assessed	
Qualifications	Formal qualification in working with children / young people	E		Application Form Certificate Application	
	Specialist training in a specific area relating to the job description		D	Application Form Interview	
Experience	Experience of working with children and young people	E		Application form	
	Experience of reflective practice	E		Application form/ Interview	
	Knowledge of the social and emotional factors that affect a child's capacity to learn	E		Application form/ Interview	
	Ability to deal with sensitive and personal issues in complete confidence displaying empathy and compassion	E		Interview	
	Experience within the field of education, social services or the voluntary sector		D	Application form	
	Experience of working in school settings		D	Application form	
	Experience of working with a multi-agency approach		D	Application form Interview	
	Knowledge & Skills	Relate to children and young people in an empathetic manner	E		Interview
		Willingness to work flexibly and manage own time to best effect	E		Application form Interview
Ability to maintain clear professional boundaries with children and young people and staff		E		Application form Interview/ Interview	
Can employ creative and innovative approaches to supporting children and young people		E		Application form Interview	
Sufficient IT skills to use e-mail communication, add information to spread sheets and produce reports.		E		Application form	
	Knowledge of available support		D	Interview	



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	services and referral routes			
	Willingness to work flexibly and manage own time to best effect	E		Application form Interview
	Ability to maintain clear professional boundaries with children and young people and staff	E		Application form Interview
Communication	Communicate effectively – face to face with children / parents / school staff / other professionals	E		Interview
	Deal with difficult situations in a calm, fair but effective manner	E		Interview
	Develop a rapport with pupils and their families	E		Interview
	Make good use of Supervision sessions	E		Interview
	Report and account to line manager as appropriate	E		Interview
Personal Qualities	Commitment to nurturing greatness in others	E		Interview
	Maintaining confidentiality	E		Interview
Additional	The willingness to contribute to the wider Benjamin Foundation success story	E		Interview
	Commitment to equality and diversity policy of The Benjamin Foundation	E		Interview
	An interest in the long term development of the service	E		Interview
	A willingness to undertake training appropriate to the post	E		Interview