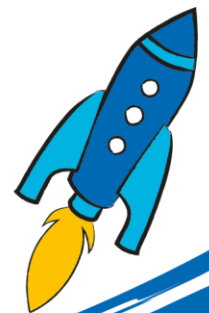


# Children's Support Assistant

## Level 1

### Candidate Briefing Pack



Dear Candidate

Thank you for your interest in becoming a Children's Support Assistant Level 1 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 Level 1, you will be reporting to the House Manager. You will work within the multidisciplinary team providing a high quality of service delivery to children/young people and their families.

You will work within a holistic model to ensure care; education & therapy needs are met twenty-four hours a day.

This is a chance for an outstanding candidate to make a significant and lasting difference to the life's children and families.

Kind regards

**Claire Shiels**  
**Head of Nursing, Care and Quality**

## 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](http://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) as well as 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, 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 595 committed staff and 560 volunteers, all with a range of expertise across nursing and care, education, therapy and operations, as well as centralised support functions, such as: finance, HR, fundraising and communications. A number of these staff are based off-site around the UK, as part of our community work or in our charity shops.

## Job Description

<b>Job Title</b>	Children's Support Assistant
<b>Reports to</b>	House Manager
<b>Direct reports</b>	None
<b>Level</b>	Level 1
<b>Location</b>	Tadworth, Surrey
<b>Salary</b>	£22,444 per annum (inclusive of outer London weighting and enhancements where applicable)
<b>Hours of work</b>	Full Time: 37.5 Hours To operate across a 24 hour shift pattern
<b>DBS</b>	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 based within your allocated Rehabilitation or Residential House.

You will work within a holistic model to ensure care; education & therapy needs are met twenty-four hours a day.

## 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.
- Develops clinical competencies as identified in The Children's Trust competency framework.
- Contributes towards providing a stimulating age appropriate house, therapy, and school environment.
- Takes part in children/young people's recreational activities and outings.
- Implement risk assessments.
- 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.

### **Communication**

- Communicates effectively with children and young people, families, and members of the multidisciplinary 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.
- Be a confident point of contact when liaising with the child's family, having the ability to challenge or raise queries/concerns through the correct channel.

### **Management of self and others**

- Commitment to commence the Regulated Qualifications Framework Level 3 (Residential Childcare) within two years of commencing employment within The Children's Trust.
- 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 or School Development programmes.
- Shares knowledge and skills with other members of the Multidisciplinary Team.
- Work flexibly as required 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/School Safeguarding Children and Young People's Policy and Procedures.

### **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.
- Be familiar with audits and ensure compliance across the House.

### **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.
- Requires working a rostered flexible shift pattern covering the twenty-four hour service delivery needs.
- 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).

### **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.



# Competencies/CSA Development Programme

## Level 1

- Within 6 months of commencing employment completes care certificate and RQF Level 2 in residential childcare.
- On completion of RQF L2 commences RQF Level 3 in residential childcare.
- Undertakes The Children's Trust Development Programme.

## Clinical Skills

- Implementing eating & drinking programmes.
- Dysphagia theory and safe oral feeding.
- Initiating play activities with the children.
- Promoting comfort and understanding pain tools.
- Supporting behavioural management plans.
- Using postural management techniques and equipment.
- Basic understanding of acquired brain injury.
- Chest Physiotherapy.
- Understanding and management of seizures.
- An understanding of equipment in use for specific child/young person.
- Able to follow care, therapy, and education programmes.
- Undertaking personal care (activities and daily living).
- Taking and interpreting vital signs.
- Administering rectal medication as dispensed by senior staff.
- Assist in the administration of nebulisers/inhalers.
- Demonstrates basic life support skills.
- Child specific tracheostomy management.
- Oral and nasal suctioning.
- Assist with prescribed oxygen administration.
- Bolus and continuous feeds via enteral/nasogastric route.
- Care of GT device.
- Vagal nerve stimulation.
- Intermittent catheterisation.
- Introduction to medications.
- Effective numeracy skills.

## Medicines Management

- Administer medications as dispensed and explained by an identified senior member of staff.

### **Health, Safety and Well-being**

- Understands and adheres to basic infection control requirements.
- Understands and works within risk assessments.
- Understands the importance of incident reporting and utilizes our internal reporting system (IRAR).
- Basic moving and handling (animate).
- Basic moving and handling (inanimate).
- Awareness and understanding of Fire procedures and evacuations.
- Identifies and understands safeguarding risks.

### **People Management**

- Able to motivate children/young people to learn and develop to achieve their identified goals.

### **Organisational Skills**

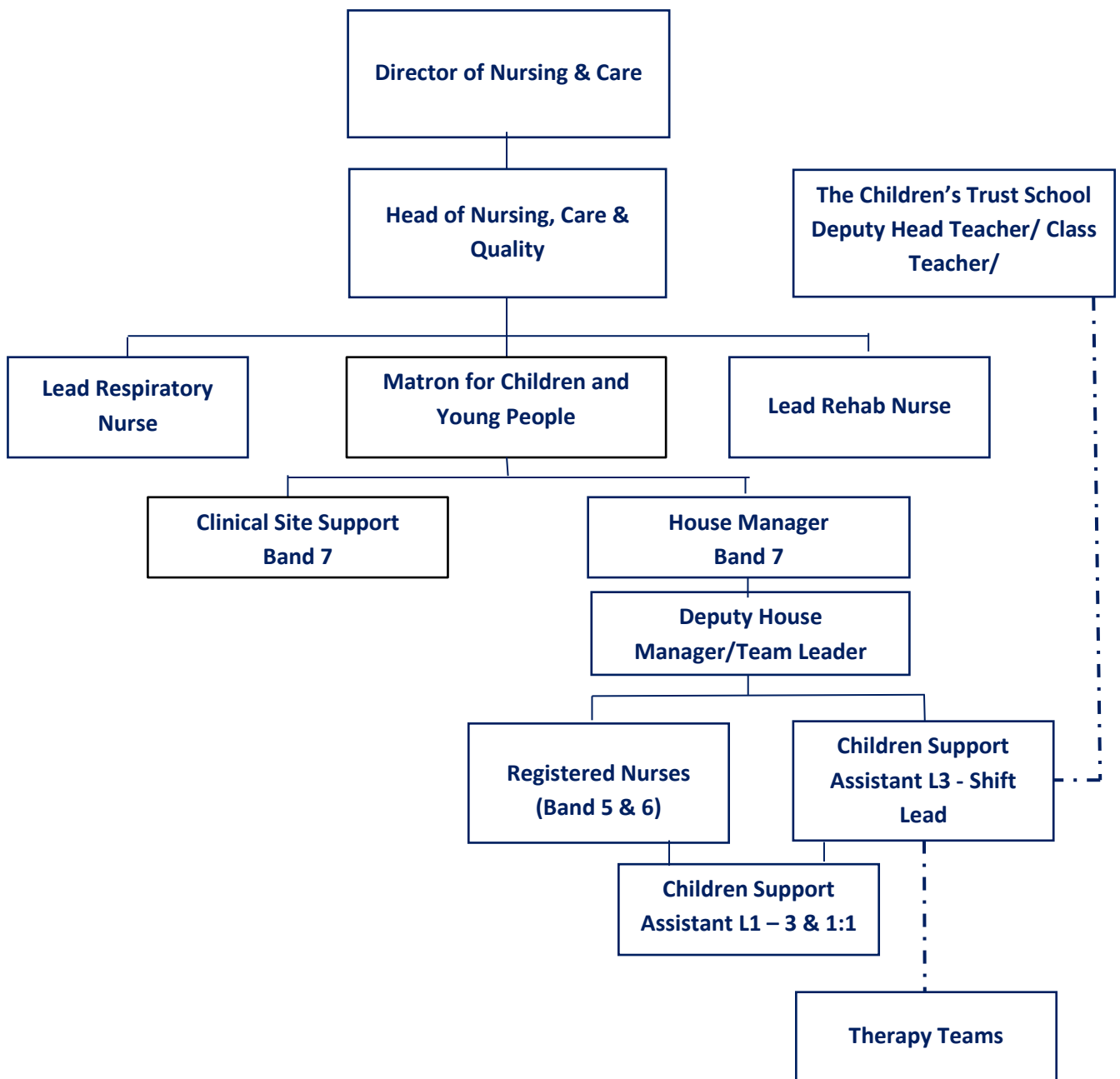
- Understands and has the ability to document concise and accurate records.
- Understands and maintains confidentiality as appropriate.
- Works within professional boundaries.
- Adheres to equality and diversity standards.
- Implements individual care plans as assessed and devised by senior staff.
- 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 personal development review process.
- Good level of written and spoken English.
- Basic understanding of IT systems.
- Able to prioritise tasks and has a flexible approach towards learning.

### **Mentorship**

- Engages with a mentor/orientation partner and RQF Assessor.



# Organisation and Structure



# Person Specification

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

## Safeguarding

The Children's Trust is committed to safeguarding and promoting the welfare of children and young people. To achieve our commitment, we will ensure continuous development and improvement of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our workforce.

The Children's Trust has policies on safer recruitment, the recruitment of ex-offenders and criminal record checks, please refer to the Resource Team for further information.

## Equality, 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 was an important one. A highly collaborative and iterative process that saw each word shaped by our people – our volunteers, employees, partners, trustees, and suppliers. Perhaps most importantly, at the core of this process were our children, young people, and their families. This journey gave us a critical opportunity to give children and young people a voice and our Promises were 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

