



RESPONSIBILITY PROFILE FOR VOCATIONAL WORKERS

Main Duties:

Working alongside experienced staff the vocational worker will help to support the students in all aspects of their daily lives assisting them to achieve personal, educational and leisure targets. Providing a role model and companionship to the students, under the guidance of teachers, house managers or other colleagues you will coach and guide students. Vocational workers will contribute their own cultural perspectives and diversity of approach to broaden the learning opportunities for our students.

Residential House & Classroom Duties:

- To help, as and where appropriate, with all aspects of personal care, such as helping the students to get up in the morning, supporting them with washing, toileting and dressing, sitting with students during mealtimes, encouraging them to use their free time in an appropriate way and to respond to any challenges or difficulties that they may face in their day.
- To take instruction and guidance from the senior member of staff responsible for the residential house or classroom in which you are assisting; carrying out duties with due care and concern for the students in your care.
- To co-operate openly and enthusiastically as a team member, equally with other vocational workers and employed staff in a house and classroom community and under the guidance of a senior member of staff.
- To report immediately to the House Manager or Teacher any concerns that you may have about any of the students.
- To complete any paperwork that is expected from you.
- To assist with housekeeping duties such as cleaning, tidying up, helping with the laundry, gardening, meal preparation, cooking and so on.

General duties:

- To participate in or undertake special projects aimed at furthering the value of the volunteer programme for the benefit of our students
- To hold the personal safety and security of the students you are supporting in your awareness at all times (on the premises and off-site) acting with a high level of care and caution.
- To attend any training that is required as advised by your House Manager.
- To make yourself familiar with The Sheiling Ringwood policies and procedures, paying particular attention to safeguarding and health and safety.
- To behave in such a way as to be an example to the students and uphold the good reputation of The Sheiling Ringwood.
- To support the students to gain independence, life skills, and social skills, acknowledging opportunities in the house and the school setting.

