

JOB DESCRIPTION

The Montessori Place are looking to recruit a Support Worker within the Young People's Community

JOB TITLE: Support Worker, Young People's Community
SALARY: £22,809 per annum
Hours: Mon -Fri 8-5pm

OVERALL PURPOSE OF JOB:

The purpose of the role is to support a 14 year old girl with 'global delay' within a Montessori community for adolescents.

1. MAIN AREAS OF RESPONSIBILITY

Support Worker

To observe the specific needs of the young person to be supported.

To help the young person towards full independence in their self-care, learning, and social relationships.

Including:

- Encouraging independence in all areas of their life
- Assisting in areas of specific weakness, such as oral and written language
- Helping the young person to focus and complete jobs
- Supporting the other young people to take responsibility for this young person
- Developing appropriate resources to support the young person
- Assist in the management of their social interactions and behaviour
- Ensuring the young person stays safe in a variety of situations
- Helping the young person to learn to stay safe in a variety of situations

To establish a supportive relationship with the young person

To facilitate acceptance and inclusion of the young person in the community

To guide the young person as advised by the SENCo and Lead Guide

To help develop the young person's Individual Support Plan

To carry out any specific duties outlined in the young person's support plan

To complete any other task as directed by their line manager

Other responsibilities -

Preparing the environment

Ensure, with support from the Lead Guide, that the indoor and outdoor environments are maintained, with a focus on precision, order and beauty.

Continue to maintain and prepare the environment throughout the day, encouraging young people to participate in these tasks.

Participate in the repair and maintenance of YPC equipment, materials, furnishing

Participate in the sourcing and creation of new materials for the young people

Participate in periodic reviews of the layout and ordering of the environment

Participate in the care of all animals and plants at The Montessori Place

Strive to enhance the harmony, order, and beauty of the environment

Observation

Support all aspects of observation-led planning for the young people including term plans, and individual 6-weekly, weekly and daily plans.

Document observations made each day and share these observations with the lead Guide.

Administration

Participate in the upkeep of the young people's records and folders

Manage budgets for the purchase of materials and other items

Respond to telephone enquiries from prospective parents and other visitors

Liaise with cook regarding the lunch menu, quantities of food and food hygiene

Other

Supervise students when necessary

Participate in parent evenings and other meetings

Any other duty as appropriate to the post and as delegated by the Lead Guide or a Director

2. TERMS AND CONDITIONS**Location**

The Montessori Place, Eason's Green, Lewes Road, Framfield TN22 5RE

Hours of work

Your standard working hours are from 8am to 5pm on Monday to Friday, term-time only.

There are events at TMP for parents, typically in the evening, that you are encouraged to attend.

Some parent events are required attendance. Open afternoons are held once a term, on a Saturday afternoon typically, and your attendance is encouraged.

Please email esme@themontessoriplace.org.uk if you are interested