**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | Disabled Children’s Support Worker |
| Salary: | £26,824 - £29,064 |
| Grade: | 6 |
| Hours: | 37hrs/25hrs City Team  37hrs/25hrs South/Vale/West Team  37hrs/25hrs North Team  To include alternate weekend working  *We are open to discussions regards flexible working* |
| Team: | Children and Family Care Service |
| Service Area: | Children’s Disability |
| Primary Location: | *Office base:* Ron Groves House, Kidlington, Oxfordshire OX5 2BP  The role is predominantly community based requiring the role holder to travel between family homes.  Travel time is paid as part of contracted hours.  Mileage is paid as 45p per mile. |
| Budget responsibility: | Nil |
| Responsible to: | Children’s Patch Manager |
| Responsible for: | N/A |
| Political Restricted Post: | N/A |

## Job Purpose

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| As part of the Children and Family Care Services Team, this role assists children with disabilities in daily living, including personal care, medication, and social activities. The position also provides supervision and mentoring to support workers and acts as a liaison with the Patch manager.  The service supports children with a disability in their homes, and in the community, before school, after school and at weekends.  In addition, support is also provided during the day for pre-school age children, children out of school and all children during the school holidays.  Successful candidate will need to be able to travel to various locations, some of which may be rural.  The successful candidate will need to be available to attend training, supervisions and meetings which usually take place during the daytime. |

## Job Responsibilities

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| *This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake*.   * To provide direct care, including intimate personal care and support to disabled children and young people, taking into account the individual’s right to privacy and personal choice, and always respecting their dignity. * To support young people who may demonstrate through their behaviours, difficulties with their social, emotional and communication processing, and in their understanding. * To contribute to assessing risk, informing safe care.. * To support the parents in the care of their children, and/or enabling the parents to have a break, and to provide increased opportunities for the young people. * Undertake designated health care tasks including administration of medication, both orally and via Gastrostomy, following support and training. * To be able to respond to emergency situations, in a calm and confident manner, and be able to prioritize actions that may need to be undertaken with guidance and support for your line manager. * To complete evidenced based case notes, and contribute to CIN, CP meetings. * To support the young person to build on their communication, independence and social skills by enabling them to access opportunities and activities with peer groups, and to increase their life experiences. * To respond to, report and record safeguarding concerns or alerts and ensure the safety and wellbeing of the young person at all times when in your care. * To contribute to, support plans. * To support the child’s behaviour, using identified/agreed methods. * To attend and contribute to supervisions, team meetings, training and undertake personal development as required * The post holder is responsible for ensuring that all County Council Safeguarding Policies and all other County policies and procedures are adhered to and concerns are raised in accordance with these policies. |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| Essential Criteria | Assessed By: |
| Strong interpersonal and communication skills, with the ability to build positive relationships with young people, families, and team members | A,I |
| Empathy, patience and a genuine commitment to improving the quality of life for individuals with disabilities. | A,I |
| Ability to provide direct personal care in a sensitive and respectful manner, promoting a level of independence appropriate to the needs of the child | A,I |
| Ability to develop and implement person centred support plans that meet the individuals needs | A,I |
| An understanding of the impact of abuse, social deprivation and disadvantage on children, young people and their families.  Ability to identify and report safeguarding concerns, provide written reports, and directly raise concerns without placing the child at any risk of harm | A,I |
| Experience through paid or non paid work of caring for a non family member | A,I |
| Good written and verbal skills and the ability to work collaboratively with other professionals and stakeholders | A,I |
| Flexibility and adaptability to work in a variety of dynamic changing environments | A,I |
| Awareness of the physical and social needs of children and young people who have a disability and a demonstratable understanding of the impact the caring role can have | A,I |
| Willing to undertake Care Skills certificate | A,I |
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| Desirable Criteria | Assessed By: |
| Experience of providing direct care and health related tasks. | A,I |
| Experience of communication using Makaton, BSL, Pecs, MOMO | A,I,D |
| Experience of community based working | A,I |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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| --- | --- | --- | --- |
|  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List |  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
|  | Enhanced Disclosure and Barring Service check with Children’s Barred List |  | Enhanced Disclosure and Barring Service check with Adults Barred List |
|  | Standard Disclosure and Barring Service check |  | Basic Disclosure |
|  | Disqualification for Caring for Children (Education) |  | Overseas Criminal Record Checks |
|  | Prohibition from Teaching |  | Professional Registration |
|  | Non police personnel vetting |  | Disqualification from Caring |

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|  | Other (please specify): |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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|  | Provision of personal care on a regular basis |  | Driving HGV or LGV for work |
|  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects |  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
|  | Working at height/ using ladders on a regular/ repetitive basis |  | Restricted postural change – prolonged sitting |
|  | Lone working on a regular basis |  | Restricted postural change – prolonged standing |
|  | Night work |  | Regular/repetitive bending/ squatting/ kneeling/crouching |
|  | Rotating shift work |  | Manual cleaning/ domestic duties |
|  | Working on/ or near a road |  | Regular work outdoors |
|  | Significant use of computers (display screen equipment) |  | Work with vulnerable children or vulnerable adults |
|  | Undertaking repetitive tasks |  | Working with challenging behaviours |
|  | Continual telephone use (call centres) |  | Regular work with skin irritants/ allergens |
|  | Work requiring hearing protection (exposure to noise above action levels) |  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
|  | Work requiring respirators or masks |  | Work with vibrating tools/ machinery |
|  | Work involving food handling |  | Work with waste, refuse |
|  | Potential exposure to blood or bodily fluids |  | Face-to-face contact with members of the public |

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|  | Other (please specify): |

June 2025