

# The Singing Tree

## Supported Accommodation Support Worker Job Description

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Location: Harrow, London

Service Type: Female-focused Supported Accommodation (Ages 16–17)

Reports to: Service Manager / Registered Manager

Job Type: Full Time

Salary: TBC

Shift Pattern: 12-hour shifts (Day / Night / Sleep-in) including weekends and bank holidays

### 1. Job Description

#### Job Purpose

To provide high-quality, person-centred support to young people aged 16–17 living in supported accommodation, enabling them to develop the skills, confidence, and resilience necessary for successful independent living. The role involves working collaboratively with young people, local authorities, and partner agencies to implement individual support plans based on each young person's Care Plan, Pathway Plan, and assessed needs.

#### Key Responsibilities

##### Supporting Young People

Build positive professional relationships with young people and deliver structured key work sessions focusing on independence, wellbeing, and life skills including budgeting, cooking, personal care, managing appointments, and preparing for education, training, or employment.

##### Safeguarding and Child Protection

Promote and safeguard the welfare of young people, identify safeguarding risks such as exploitation or missing episodes, and follow safeguarding procedures in line with organisational policy.

##### Key Worker Responsibilities

Act as Key Worker for allocated young people, develop and review individual support plans, and contribute to statutory meetings such as LAC reviews and pathway planning meetings.

##### Record Keeping and Documentation

Maintain accurate daily logs, incident reports, safeguarding reports and key work records in line with Ofsted expectations and organisational policies.

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## **Health and Safety**

Ensure the accommodation remains safe and well maintained, reporting hazards and maintenance issues promptly while supporting young people to maintain their living spaces.

## **Teamwork and Professional Practice**

Attend team meetings, supervision and training sessions while maintaining professional boundaries and contributing to continuous professional development.

## **Transition Support**

Support young people preparing for independent living, including housing applications, employment preparation and accessing community resources.

## **2. Person Specification**

### **Essential Qualifications**

NVQ Level 3 or 4 in Health & Social Care / Children & Young People (or willingness to work towards).

Enhanced DBS check.

### **Essential Experience**

Experience supporting young people aged 16–17 within supported accommodation, residential care, or youth services, including supporting young people with complex needs.

### **Essential Knowledge**

Safeguarding and child protection procedures, understanding of the needs of looked-after children and care leavers, and awareness of trauma-informed practice.

### **Essential Skills**

Strong communication skills, ability to build positive professional relationships, maintain accurate records, and manage challenging behaviour appropriately.

### **Desirable**

Knowledge of Supported Accommodation Regulations 2023, experience attending LAC reviews, and a full UK driving licence.

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## 3. Competency Framework

Competency Area	Expected Behaviour
Safeguarding	Recognises safeguarding risks and follows procedures to protect young people.
Child-centred practice	Places young people's wishes and needs at the centre of support planning.
Professional boundaries	Maintains safe and appropriate relationships with young people.
Trauma-informed support	Understands trauma and responds with empathy and consistency.
Independence development	Supports young people to learn and practice life skills.
Communication	Communicates effectively with young people and professionals.
Partnership working	Works collaboratively with social workers and agencies.
Record keeping	Maintains accurate and professional documentation.
Risk management	Identifies and manages risks effectively.
Reflective practice	Uses supervision and feedback to improve practice.

## 4. Safeguarding and Compliance Requirements

All staff must demonstrate a commitment to safeguarding and promoting the welfare of young people. Mandatory training includes safeguarding, child exploitation awareness, health and safety, first aid, and fire safety. Recruitment checks include enhanced DBS, references and right to work verification.

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## **Benefits**

Casual dress

Company pension

Ongoing training and development

Career progression opportunities