Support Worker Apprentice
Job Description

Role Purpose

Our vision is that every child and young person in the country has a safe and happy childhood. To help us achieve this, the role will:

Contribute to supporting children, young people and families to achieve positive and agreed outcomes, working alongside experienced colleagues and following organisational policies, procedures and regulatory requirements. Training, supervision and practical experience will support the apprentice to develop the skills and knowledge needed for the role.

In this role, you'll be responsible and accountable for:

1. Learning to provide, individually or as part of a team, high-quality practical care, activities and experiences to children, young people and families, as advised and in line with agreed plans.
2. Gaining experience in undertaking home or site visits and meetings as advised, alongside experienced colleagues.
3. Learning to maintain effective working relationships and channels of communication with colleagues and with children, young people and families and, where necessary, to encourage, participate and promote involvement to achieve positive outcomes.
4. Gaining experience in delivering or supporting appropriate interventions to children, young people or families on a 1:1 basis or in a group setting, with appropriate direction and participation.
5. Learning how to protect and safeguard children, being alert and ready to act and informing appropriate line managers of concerns consistent with safeguarding policies and procedures.
6. Gaining experience in attending and actively participating in relevant multi-agency meetings, with support and guidance.
7. Learning to organise achievement of daily work objectives, including both pre and forward planning and undertaking administrative tasks.
8. Learning to retain accurate and detailed records in a timely manner, using various IT systems to capture case details, outputs and outcomes as necessary, and to produce written reports and present these as necessary.
9. Developing familiarity with and ensuring compliance with relevant Action for Children policies and procedures, with training and guidance.

The responsibilities, accountabilities and reporting structure for this role will be reviewed periodically and updated, if required.

Last Reviewed: 01/10/2025 Version: V2

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To do this, you will have:

Qualifications:

Willingness and ability to work towards the agreed apprenticeship qualification and meet the entry requirements of the apprenticeship programme.

An apprentice must:

- Be aged 16 or over.
- Spend at least 50% of their working hours in England.
- Undertake an approved apprenticeship standard.
- Have the right to live and work in the UK and meet residency requirements.
- Not be enrolled on another apprenticeship or funded qualification.

Skills, knowledge and experience:

1. An interest in supporting young children and their families.
2. A willingness to learn about child development and how to support families.
3. A willingness to learn how to use IT systems, including Microsoft Office and recording systems.
4. A willingness to learn how to prepare clear and accurate notes.
5. A considerate and respectful approach to others, and a willingness to ask for help when needed.
6. A willingness to learn how to organise your work and complete tasks within agreed timescales, with support.
7. An interest in learning how to help prepare and deliver activities for children and families, individually or in groups.
8. A willingness to listen to others and develop your confidence in communicating with children, families and colleagues.
9. A commitment to completing safeguarding training, following guidance and reporting any concerns.
10. A commitment to treating people fairly, respecting differences and helping everyone feel welcome.

Don't meet every single requirement

If you're excited about this role but your experience doesn't align perfectly with the job description, we'd love you to apply anyway. You might just be the perfect person for this role, or another role within the Action for Children family.

What else?

- Demonstrable flexibility to work to meet the needs of the service and client group and undertake such tasks that occasionally occur within the purpose of the post
- Promote equality, value diversity and work inclusively to ensure everyone feels welcomed and valued.
- If you’re appointed, you’ll need to have a disclosure check.

For completion by the Reward Team:

Operational Job Title: Support Worker Apprentice
Panel approval: Reward Team
Job Family: Social Care Panel
date:
Grade: 6
Payscale Ref: SC66

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