



Information for Support Worker Applicants



Do you want to be a support worker that makes a real make a difference in the lives of people with learning disabilities?

Due to continued expansion, we are seeking individuals to provide support to adults with learning disabilities in our supported housing, registered care, respite and outreach services.

If you are someone who shares our values and passion for enabling greater opportunities for people with learning disabilities throughout their lives, then this could be the job for you.

You will be supported in this challenging but very rewarding role by highly experienced managers and as part of a group of exceptional teams supporting unique individuals.

In return we are offering an attractive benefits package, flexible working opportunities, access to an extensive training program and a wide range of career development opportunities in both our adult and children, youth and family services.

What is the role of a Support Worker?

As a Support Worker with the Westminster Society you will be working in one of our 21 care homes (which includes a wide range of housing options for people with learning disabilities from independent flats with minimal support to homes for people who need high levels of 24 hour support), 2 respite services or 3 outreach teams which are located across Camden, Westminster and Kensington & Chelsea.

Every day will be different and you will be part of a team providing support to society's most vulnerable people. You will have the privilege to be part of their joys, triumphs, failures, frustrations, sadness and laughter. However, most of all you will be there to provide the right support to make a life worth living, with access to everything life has to offer.

You will enable people with learning disabilities to lead full, happy and healthy lives, be treated as valued individuals and be a valued part of their community. You will be proactive in finding out what people with learning disabilities want and need, providing information and support for people to make choices and decisions in their lives, so that they can do the things they always wanted to do and some things that they never thought possible.

Work with us and make a difference

“Having only been here a short while, it has been refreshing to come into a great team with such growth and improvement”

Why join the Westminster Society?

We are an award winning charity with extensive experience in supporting people with learning disabilities including people with complex needs and profound and multiple disabilities. We place special emphasis on promoting family relationships, as this is crucial to delivering successful services.

As an organisation we know the impact that high quality Support Workers make on the lives of people with learning disabilities, enabling them to stay healthy, be safe and to live well in a society where they are valued as equal citizens having the chance to make full use of everything their community has to offer just like everybody else.

Our senior management team has personal experience of providing direct support to adults and children with learning disabilities, and their families. This means the day-to-day delivery of services is very real to us as an organisation and we strive to continually improve the developmental needs of our workforce to ensure the delivery of the best possible care and support to the people using our services.

We actively promote equal opportunities and hold the Investors in People Gold Award.

Follow the links below to our website and social media:

www.wspld.org.uk

www.twitter.com/wspld

www.facebook.com/thewestminstersociety



“I absolutely love my job and it is like a family. My highlights are all of the changes I’ve seen in people and been part of.”



How to successfully apply for a Support Worker job

You will need to complete the application form, fill it in and then return it via e-mail on or before the closing date to recruitment@wspld.org or by post to: Recruitment, The Westminster Society, 16a Croxley Road, London W9 3HL.

To maximise your chance of being selected for an interview it is essential that you complete ALL sections in full. Alternatively you can send us your CV, although if short-listed we will ask you to complete an application form in advance of your interview.

All information provided by applicants is treated with full confidentiality.

Before you start completing the application form, it is to your advantage to read the following sections covering the job description, person specification and guidance on how to complete the application form.

You should also read our Values into Practice document and find out about the Westminster Society, our values, history and services as well as the benefits and training opportunities we provide to employees.

All of this information is on our website at www.wspld.org.uk. This will help you complete the best application you can and increase your chances of being short-listed and ultimately offered a job.



“The Westminster Society is professional and an extremely lovely place to work”



Job Description

Job title: Support Worker

Reports to: Team Manager and Assistant Team Manager

Purpose of role:

The primary role of a Support Worker at the Westminster Society is to actively support people with learning disabilities to live healthy, safe and fulfilling lives, where they are valued as equal citizens, making decisions about their lives at every available opportunity, no matter the level of their disability.

The support provided will be varied and reflects each person's health, communication, mobility, understanding and current skills in managing their life as independently as possible. This support will be provided in an environment where people are supported to exercise their rights, use their opportunities, be aware of, and meet their responsibilities within their own home and the wider community.

The role requires flexible working as we offer 24-hour services. This will include working weekends, late nights, early mornings, and bank holidays and in some services require regular overnight stays for which there is an additional payment.


The main responsibilities are:

- Ensuring people with learning disabilities are at the heart of everything we do.
- Working individually and collectively to provide individualised, outcome-focussed support, enabling people with learning disabilities to lead their lives as independently as possible.
- Ensuring a safe, secure, and stimulating environment where people with learning disabilities are supported to exercise rights, use opportunities, be aware of, and meet responsibilities at home and the wider community.
- Supporting people with learning disabilities to be as active as they want to be in their local community, encouraging them to try new things and doing the things they really want to do or never even thought possible.
- Enabling people with learning disabilities to carry out all the tasks involved in their daily life. This may include things like supporting people with managing their finances and their home, domestic tasks, meal preparation, medication, shopping, medical and routine appointments, personal care (e.g. washing, bathing, shaving, going to the toilet, etc.)

A photograph of two women, one in a blue and green plaid shirt and another in a black top, looking at a smartphone together. The woman in the plaid shirt is holding the phone, and the woman in black is pointing at the screen. They appear to be in a casual setting, possibly a kitchen or a break room, as there is a cookie on a fork in the background.

“I enjoy working for the organisation, It has a lot of opportunities for staff to develop”

- Ensuring the principles of safeguarding vulnerable adults are understood and adhered to in all aspects of the work.
- Understanding and acting upon your duty of candour and to speak out if you suspect wrongdoing or poor performance from others.
- Raising appropriate and important issues or concerns in a timely manner with your line manager, suggesting ways in which they could be addressed.
- Ensuring our Values into Practice initiatives are at the forefront of the support provided.
- Enabling people to take calculated risk and learn from their mistakes in a safe and supportive environment.
- Keeping accurate records, carrying out all recording and reporting in a person centred, factual manner.
- Ensuring continual improvement of the service, yourself and the team your work with through service reviews, performance management processes, team meetings, and learning and development opportunities.
- Working safely and ensuring contractual and regulatory compliance so people with learning disabilities can trust, feel safe, and have confidence in the support we provide.
- Ensuring policies and procedures are followed including safe systems at work.
- Together with people with learning disabilities, regularly reviewing and updating support plans, ensuring they are centred on their needs and aspirations.
- Using knowledge and skills to support people with their health and communication needs including working within defined policies and guidelines.
- Working within a team culture which ensures fair allocation of work, positive approach and communication with team members which promotes a culture of best practice and delivery of outstanding support.
- Working with external partners including families, professionals and the local community to support the wellbeing and development of the people you support sharing information on a need to know basis.



“I enjoy working for the organisation and I am proud of the way my team supports the people we work with”

Person Specification

To be a Support Worker you will need to take responsibility for offering high quality support whilst promoting the Westminster Society's core values through your work and in your behaviour.

In carrying out this role we expect you to share our values and the rights of people with learning disabilities to:

- Be included
- Be consulted with and make decisions
- Achieve and reach their potential
- Make choices
- Be treated with respect
- Quality

We expect that you put these values into practice in everything you do.


In addition to our values, you will also need to be able to demonstrate or tell us about how you meet the following areas at your interview:

- Excellent interpersonal skills, with the ability and confidence to generate and build effective relationships with colleagues, customers and stakeholders
- Basic IT literacy and numerical skills
- Ability and willingness to take responsibility for your own development and contribute to the development of your team.
- Initiative and confidence to make decisions
- Ability to work calmly, efficiently and accurately under pressure individually and as part of a team.
- Confidence to speak up for yourself and for others
- Willingness to undertake training and personal development activities as required
- Educated to GCSE level in Maths and English or equivalent Level 2 qualification

Whilst not essential, the following areas are desirable qualities which would increase your chance of being successful at your interview:

- Experience of supporting vulnerable people
- Knowledge about learning disability
- Social care qualification or equivalent
- A clean and valid driving licence.

A list of key activities applicable to the role will form part of the induction and ongoing performance management process.



“I think this is a great organisation to work for and I personally feel proud to work with the Westminster Society”

How to complete the application form

When completing the application form the following points may be of help:

Section 1 – Your Personal Details

Please make sure you complete all of your personal details in full.

Section 2 – Why you would be a great Support Worker

This is your opportunity to tell us how you would make a difference in the lives of people with learning disabilities. This is the most important section for us when short-listing candidates so what you write here will make a real difference in your chance of being selected for an interview.

You should read the essential criteria and our Values into Practice Document to get a full understanding of what skills, experience and qualities we want from our Support Workers and then use this section to tell us how you meet this criteria and how you will put our Values into Practice.

Covering each criteria with clear, concise statements giving specific examples of your experience will increase your chances of being selected for an interview.

The examples of your experience that you use, can relate to similar work, or work where you have used similar skills, volunteering or experience you have gained through your personal life such as caring for a relative.

Please do not just write a statement that says you meet the criteria, without giving examples.

Sections 3 & 4 – Your current and previous employment

Please give details of the most recent job or voluntary work you have had. If you have never worked, please state that clearly in this section.

Please give details of your previous employment in date order, starting with the most recent jobs you have had.

Where you have been employed by an agency, please outline the details of the agency as well as the placement(s). Also, include any previous work with the Westminster Society and voluntary work / work experience you may have had.

If you need more space to detail all of your employment history, please do so on a separate sheet of paper and attach it to your application form.

“The Westminster Society is the best employer I’ve had which is why I’m still with the organisation after 20 years”



Section 5 – Any employment gaps you may have

If you have had any period where you have not worked, please detail these in this section. Such gaps may include unemployment, travel, maternity leave, etc.

Section 6 – Your Education & Training

Please provide details of your education and training in this section. Please include any qualifications or courses attended (this includes non-certificated courses) which are relevant to the role of Support Worker.

Section 7 - Other information about you

Please make sure you complete all of the questions in this section.

Section 8 – Criminal Convictions

Support Worker posts are exempt from the provisions of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (exemption) order 1975.

Therefore you are asked to disclose whether you have any previous convictions, cautions, reprimands, or final warnings, regardless of whether they are “spent” or not.

All successful candidates will require a criminal record check which will be carried out by the Disclosure and Barring Services (DBS). A criminal conviction will not necessarily debar you from employment with the Westminster Society.

Please complete this section answering Yes or No and if required providing further information.

Section 9 – Your References

A final offer of employment as a Support Worker is subject to us receiving 2 satisfactory references. When choosing your referees, you will need to include your current or most recent employee (including voluntary work / education) as your first reference. Where possible all 3 references should come from a previous employer. Relatives may not be given as referees.

There can be delays in being able to provide a final offer of employment and agree a start date, because of difficulties in us obtaining references. Therefore, it is important that you provide full details of all referees and that they are correct and up to date.

It is also important that any referees you put down are willing to provide a reference and that they are aware that if a reference is not provided it will affect our ability to offer you employment.

We will contact all referees listed but only for successful applicants.

“The management are highly qualified and experienced. My manager regularly facilitates discussions with the team about making improvements that make a difference to the people we support”



What happens after you have applied for the post of Support Worker?

Applicants who are shortlisted will be invited to attend an interview. This will include a range of group and individual interviews and written based exercises to help us measure each applicant's suitability for the role of Support Worker.

Candidates who are successful at the assessment centre will be offered employment, subject to 3 satisfactory references, a DBS disclosure, a satisfactory health assessment and confirmation that they have the right to work in the UK.

We will contact you as soon as possible to let you know if you have been short-listed and if you have, when your interview will be.

If you are not short-listed for an interview but would like some feedback as to why, please contact us.

If you are short-listed for an interview, we look forward to seeing you soon and wish you all the success with your application.

