

**Job description Waking Night GR4500**

<b>Job title</b>	<b>Waking Night Residential Childcare Officer</b>		
<b>School</b>	Sidestrand Hall School		
<b>Section</b>	Clement Lodge		
<b>Location</b>	Sidestrand Hall		
<b>JE number</b>		<b>GR number</b>	4500
<b>Grade</b>	C		
<b>Responsible to</b>	Clement Lodge Residential Manager		
<b>Responsible for</b>			
<b>Effective date</b>			

**Role and context**
**Job purpose.**

- 1.1. To be an active member of the team in developing Clement Lodge residential provision for children and young people on the autistic spectrum
- 1.2. To adhere to policies, procedures and practice relating to safeguarding and to promote the welfare of the children and young people, within Clement Lodge.
- 1.3. To maintain a positive environment for each child and young person with particular regard to their experiences and safety, health and education and paying attention to their individual needs.
- 1.4. To maintain good working relationships with parents/carers, social care, health and any other relevant agencies.

**Principal accountabilities**

<b>Accountability.</b>	<b>Order of importance</b>
<p>To provide waking night support in caring for young people from seven to nineteen years of age.</p> <p>To ensure young people are provided with a supportive night time environment, with particular regard to their safety, health and emotional welfare and in accordance with their Individual Care Plan and Risk assessment.</p> <p>To attend to any needs or requests made from the young people and promote the need for the young people to receive a settled night.</p> <p>To undertake light domestic duties in preparation for the following residential shift and ensure that the security of the building is maintained.</p>	

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To maintain good practice, be informed on current practice and, as part of the residential team adhere to National Minimum Standards (the Care Standards Act 2000) and the school's boarding principles.

To attend regular team meetings, and participate in informal and formal supervision

To maintain and develop personal professional knowledge and skills, including training, sharing of practice and involvement in whole School INSET.

To maintain effective communication between Clement Lodge, school, Parents/carers and outside agencies.

To maintain records including individual residential pupil's placement plan, individual pupil risk assessments, behaviour plans and sleep logs.

To support all stages of the pupil's residence.

To maintain high standards of child care in an environment that is sensitive, appropriate and adaptable in meeting the special educational needs of residential pupils.

To ensure that residential pupils' significant needs with regard to dietary requirements, culturally significant activities and religious observance are met.

To maintain a safe and structured environment promoting socially acceptable behaviour.

To regularly check all buildings and equipment meet National Minimum Standards.

To assist the Residential Management Team to ensure all requirements of the Health and Safety at Work Act, including Fire regulations, are met.

To contribute, as required, to the School Improvement Development Plan and SEF

To carry out any other appropriate duties as may be required by the Residential Management Team or the Headteacher.

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Person specification	
Qualifications	
Essential	Desirable
GCSE English	NVQ Level 3/Diploma or equivalent  Record of relevant training and professional development
Experience	
Essential	Desirable
Basic child care knowledge	Relevant experience of working with children  Experience of working in a residential/educational setting with children with special educational needs  Knowledge and awareness of the Children's Act 2004 and other Government policy relating to safeguarding procedures and policy  Experience of working to the National Minimum Standards  Experience of Multi-agency working
Skills/knowledge	
Essential	Desirable
Ability to work as part of a team  Ability to make effective relationships with children and act as a positive role model  Ability to communicate clearly and appropriately at all levels both orally and in writing  Good organisational skills	To demonstrate a high level of flexibility and initiative  Competence in the use of IT
General information	
<ul style="list-style-type: none"> <li>• The job description details the main outcomes of the job and will be updated if these outcomes change.</li> <li>• All work performed/duties undertaken must be carried out in accordance with relevant County Council and School policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.</li> <li>• Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.</li> </ul>	
The information in this job description is accurate and reflects the requirement of the role	