



## **JOB DESCRIPTION**

**SCHOOL:** Sidestrand Hall School  
**JOB TITLE:** Residential Childcare Officer  
**GRADE:** Pay Scale E. point 7-11

### **1. General**

To share responsibility for pupils through direct care involvement and necessary support and assistance to the senior management team.

To be constantly aware of relationships within the school community and to raise issues arising from observations with the aim of improvement.

To take responsibility for the general physical and emotional wellbeing of a designated group of children in residence, to include their education, social and medical needs.

To provide a structured framework of care and control which enables each child to develop in a safe and structured environment imposing socially acceptable behaviour patterns in a caring ethos.

### **2. Main Responsibilities:**

To be responsible for a panel of children with regard to progress, record keeping, parent liaison and individual group counselling.

Jointly developing and carrying out programs of behaviour modification, social skills training and educational development for individual children and for groups of children.

Organising and enabling social and leisure activities both in and out of school and the school environment. These to be clearly identified with a timetable that encourages independence through constructive use of leisure time, fostering links with the local community including the child's home area.

To promote all aspects of personal development in a positive manner.

To encourage children to maintain as close a link to their families/carers through various means of communication.

To encourage and develop in each individual child an awareness of kitchen/home safety, food hygiene and basic cooking skills.



To attend weekly team meetings to discuss individual children's progress, behaviour and general residential organisation.

To continually liaise with all members of the community staff to ensure a smooth running of the school and residential setting.

To maintain a safe environment, complying with Health and Safety and other legal requirements and school procedures.

To collect, distribute and keep records of pocket money.

To supervise the care of clothing and keep accurate records.

To take on administration and domestic duties as required.

To sleep in as required.

To work cooperatively in a team to improve the quality of the residential experience.

To read and comply with all aspects of school policy documents.

To cooperate with and accept support and supervision with the HCC/DHCC.

To support children's school placement and attend some functions.

### **3. Specific Responsibilities:**

To have overall responsibility for the general organisation and running of a designated unit.

To keep clear, detailed and accurate records including computer based record systems.

RCCO have responsibility for maintaining regular contact with the family/carers keeping them informed of the child's welfare and progress.

To attend regular reviews on a designated panel of children and prepare reports for such meetings.

To perform any other tasks the Head Teacher may reasonably request.