



SIDESTRAND HALL SCHOOL

Job Description - Residential Childcare Officer

Job Title: Residential Child Care Officer

Reporting to : Residential Manager

1. PURPOSE AND SCOPE

- To support the residential management team in developing the residential provision and providing a high quality continuum of care for all boarding students.
- To adhere to whole school policies, procedures and practice relating to safeguarding and to promote the welfare of the children and young people, within the residential setting.
- To create 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.
- To develop and maintain good working relationships with parents/carers, social care, health and any other relevant agencies.

2. PRINCIPAL DUTIES AND RESPONSIBILITIES

- 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 work with the Residential Management Team in ensuring the provision meets all requirements of the National Minimum Standards
- To attend regular team meetings, and participate in informal and formal supervision
- To maintain and develop personal professional knowledge and skills and that of the team, including training, sharing of practice and involvement in whole school INSET.
- To maintain effective communication between the residential provision, school and outside agencies.
- To maintain high standards of childcare in an environment that is sensitive, appropriate and adaptable in meeting the special educational needs of residential pupils.
- To provide a structured framework of care which enables residential pupils to develop in a safe and structured environment promoting socially acceptable behaviour.
- To support recording systems for individual pupils development and progress.
- To regularly check all buildings and equipment in line with Health and Safety legislation.
- Together with the Residential Management Team, 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 and Headteacher.
- Ensure boarding students are safe and report safeguarding concerns to the Designated Safeguarding Lead following school safeguarding policy and procedures
- To complete sleep-in duties as required

3. PUPILS AND FAMILIES

- Maintain effective communication with parents/carers, including routine (progress review and EHCP) meetings as required.
- Ensure parents/carers have accurate information about their child's progress via communication and reports.

4. STUDENT WELFARE AND PROGRESS

- To participate in a recreational programme which engages residential pupils in a range of activities in the local and wider community.
- Actively promote and provide opportunities necessary for the development of boarding students' inter-personal, social and independence skills.
- To ensure that residential pupils' significant needs with regard to dietary requirements, culturally significant activities and religious observance are met.
- Ensure that all pupil records and information are recorded and stored according to General Data Protection Regulation's. Residential Special Schools National Minimum Standards and DfE Regulations.