



## **Job Description - Residential Childcare Officer**

<b>Job Title: Residential Child Care Officer</b>
<b>School: Sidestrand Hall School</b>
<b>Grade: Grade E (37 hours per week term time + 1 week)</b>
<b>Reports to: Residential Manager</b>
<b>Responsible for:</b>
<b>Job reference:</b>

### **Job Purpose.**

#### **Overview/Context**

- To support the residential management team in developing the residential provision, and provide high quality 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.



### **Principal accountabilities**

- 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 induction 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
- 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.
- 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.



<b>Person Specification</b>		
<b>Qualifications</b>	<b>Essential (x)</b>	<b>Desirable (x)</b>
Good standard of education.	X	
Qualified or working towards level 3 Diploma in Residential childcare , level 3 diploma CYPW or NVQ level 3 care of children and young people		X
Commitment to complete the above qualification if not already held.	X	
<b>Knowledge/Experience</b>	<b>Essential (x)</b>	<b>Desirable (x)</b>
Experience of working with a range of needs and disabilities.		X
A person centred and professional approach	X	
Awareness of keeping children safe in education		X
Planning and participation in recreational activities		X
Monitoring, assessment and evaluation skills		X
<b>Aptitudes/Behaviour</b>	<b>Essential (x)</b>	<b>Desirable (x)</b>
Effective interpersonal skills and the ability to form strong relationships	X	
To be able to liaise positively with parents/carers and professional agencies	X	
Able to work as a supportive member of a team	X	
Able to work on own initiative	X	
Well organised and capable of good planning	X	
Ability to advocate for children and young people	X	
Effective use of IT/computing		X
Good literacy skills to support record keeping	X	
Ability to make effective relationships with children and act as a positive role model	X	



### Other job information

- Driving licence
- Participation in recent relevant training and a commitment to continued professional development.
- This post will require an enhanced DBS check with barred list.

### General information

- The job description details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job.
- Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.
- Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.
- All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- 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.

### Declaration

The information in this job description is accurate and reflects the requirements of the role.

**Line manager signature:**

**Position:**

**Date:** / /