Job Description and Person Specification

Job Details	
Job Title	Residential Child Care Officer
Section	Residential
Reporting to	Residential Manager
Grade/Scale	Grade E
Hours	Full-time - Negotiable

Achievement Beyond Expectation

Role and Context

Core Purpose

To provide safe, supportive, and nurturing residential care for children and young people, promoting their welfare, development, and individual potential through high-quality care, positive relationships, and effective partnership working.

Impact of Role

By providing consistent care, support and guidance, the post holder positively influences children's safety, wellbeing, personal development and educational engagement, helping them achieve the best possible outcomes while maintaining a high-quality residential provision that meets regulatory and safeguarding requirements.

Other Job Information (e.g. any special factors or constraints)

- The post holder must follow KCSIE, report concerns, complete training, and uphold statutory duties.
- Required to maintain confidentiality, demonstrate integrity, and model the school's values in all interactions with children, staff and families.
- The role involves supporting children who may display distressed behaviour, emotional needs or communication challenges, requiring calm, consistent and empathetic responses
- This role may require physical demands, manual handling, walking/running and may include loud environments.
- Work may take place in various locations across the school including internal and external spaces, off-site activities, sometimes involving physical effort, moving resources, or supporting children with mobility needs.
- Required to engage in ongoing CPD, including mandatory safeguarding, SEND training, behaviour approaches and any role-specific development identified by line managers.
- Duties may vary depending on the needs of the children and young people.
- Flexibility around your assigned duties; changes to assigned duties will be required to meet the needs of the residential setting at any part of the academic year.
- Requirement to undertake sleep-in duties.
- Support the school vision & mission statements.
- Requirement to have a full driving licence and the willingness to drive school vehicles (minibus) after completing relevant school training.
- Must follow all health and safety procedures, including risk assessments, reporting of incidents, safe handling, and supporting children with medical or personal care needs where appropriate.

Key Responsibilities

Care and Support

Provide a safe, structured, nurturing and inclusive residential environment for children with special educational needs.

Support the physical, emotional, social and educational development of children in line with their individual care, education and behaviour plans.
Assist with personal care where required, ensuring dignity, privacy and respect at all times.
Build positive, trusting relationships with children, providing guidance, encouragement and appropriate emotional support.
Maintain high standards of childcare practice that are responsive to the individual needs of residential children.
Ensure that children's individual needs are recognised and met, including dietary requirements, health needs, cultural identity and religious observance.
Daily Living and Independence
Encourage and support children to develop independence and essential life skills, including personal hygiene, communication, social interaction and daily living skills.
Help establish routines that provide stability, consistency and a sense of security for children.
Plan, support and participate in recreational, leisure and therapeutic activities within the school, local community and wider community.
Promote opportunities for children to develop confidence, resilience, interpersonal skills and independence.
Provide a structured framework of care that promotes positive and socially acceptable behaviour.
Safeguarding and Wellbeing
Safeguard and promote the welfare of all children at all times, following school safeguarding policies and procedures.
Report safeguarding concerns promptly to the Designated Safeguarding Lead in line with school requirements.
Implement behaviour support strategies and interventions in accordance with individual behaviour support plans.
Maintain a high standard of care, ensuring the safety, wellbeing and dignity of all children.
Complete sleep-in duties and other residential responsibilities as required.
Support children through transitions between home, school and residential settings.
Teamwork and Communication
Work collaboratively with teaching staff, therapists, residential colleagues, parents/carers and external agencies to ensure a holistic approach to supporting children.
Maintain effective communication between the residential provision, school and partner agencies.
Attend and contribute to meetings, reviews, EHCP meetings and care planning processes as required.
Maintain accurate records, reports and documentation relating to children's wellbeing, development and progress.
Ensure parents/carers receive timely, accurate information about their child's progress, wellbeing, and residential experience.
Health, Safety and Compliance
Maintain awareness of current legislation, guidance and best practice relating to residential childcare, safeguarding and special educational needs.
Adhere to the Care Standards Act 2000, Residential Special Schools National Minimum Standards, school boarding principles and all relevant policies and procedures.
Support the Residential Management Team in ensuring the residential provision meets all regulatory and inspection requirements.
Conduct regular checks of residential buildings, accommodation and equipment, reporting concerns as appropriate.

Support compliance with the Health and Safety at Work Act, fire safety regulations and other health and safety requirements.
Ensure all pupil records and information are maintained, stored and shared in accordance with GDPR, Department for Education requirements and National Minimum Standards.
Professional Practice and Service Development
Attend team meetings, supervision sessions, and whole-school training events, participating positively in reflective practice and professional development.
Maintain and develop professional knowledge and skills through induction, continuing professional development, training and the sharing of good practice.
Contribute to the evaluation and continuous improvement of the residential provision, including the School Improvement Plan and Self-Evaluation Framework (SEF).
Uphold the school's values of Resilience, Independence, Kindness, Aspirational and Fun.
Undertake any other duties commensurate with the grade and responsibilities of the post as reasonably requested by the Residential Management Team or Headteacher.

Person Specification	
Essential	**Desirable**
Qualification/training	
• **GCSE Level 4 in English (or equivalent)** • **GCSE Level 4 in Maths (or equivalent)** • **Willingness to complete Level 3 Diploma in Residential Childcare** • **Driving licence**	• **Level 3 Diploma in Residential childcare, Level 3 diploma CYPW or NVQ Level 3 care of children and young people** • **First Aid training/training in specific medical procedures.**
Experience	
• **Promoting positive behaviour** • **Advocating for children and young people** • **Enthusiasm and willingness to learn** • **Understanding of the importance of safeguarding children and young people**	• **Supporting children with medical conditions.** • **Supporting children on trips, visits or off-site activities.** • **Experience in a residential setting** • **Working with children with a range of special educational needs, including communication, physical, sensory or behavioural needs.**
Skills/knowledge	
• **Effective use of ICT.** • **Good keyboard skills.** • **Strong organisational skills and attention to detail.** • **Strong communication and teamwork skills** • **Manual handling ability** • **Flexible approach to duties** • **Confidentiality**	• **Understanding of school policies, particularly around safeguarding.**

General Information

- This job description will be reviewed annually and may be amended in consultation with the post holder to reflect the evolving needs of the school.
- It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- Jobholders 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.
- Jobholders 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.
- The school acknowledges the entitlement of all staff to continuing professional development.
- This post will require an enhanced DBS Check with barred list.