



Attend Aspire Achieve

## Person Specification for the post of: Head of Care

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"><li>Professional Qualification at Level 4 'Working with Children and Young People' (or equivalent)</li><li>A willingness and desire to pursue further training.</li><li>Up to date Safeguarding/Recruitment Training</li></ul>	<ul style="list-style-type: none"><li>RMA, DIP SW, CQSW, CSS, Health &amp; Social Care Diploma/Degree</li><li>Management Qualification</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>At least 5 years' experience in a residential/respite child care setting at a senior level.</li><li>Experience at carrying out administrative duties such as filing, recording, rota preparation and report writing.</li><li>Knowledge and experience of implementing the National Minimum Care Standard's for Residential Special Schools</li><li>At least 3 years' experience in supervising and managing professional staff.</li></ul>	<ul style="list-style-type: none"><li>Experience of carrying out supervision, capability, appraisal and induction</li><li>Experience at a senior level in an outstanding Residential School</li><li>Experience of Ofsted and CQC inspections</li></ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"><li>Knowledge of children's needs and rights, and how they can best be met in a residential setting,</li><li>Knowledge and understanding of children with learning difficulties</li><li>Knowledge of current child care law, specifically related to children in care.</li><li>Experience of working with young people between 3-19 years.</li><li>Ability to demonstrate good child care practice in their own direct work.</li><li>Thorough knowledge of Care Standards Act and National</li></ul>	<ul style="list-style-type: none"><li>Experience of working with SLD/PMLD/ASD young people</li></ul>



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	<p>Minimum Standards</p> <ul style="list-style-type: none"><li>• Thorough Knowledge of safeguarding procedure's and practice within the childcare industry.</li><li>• Possession of good literacy and numerical skills</li><li>• Possession of computer literacy skills</li></ul>	
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Understanding and commitment to professional supervision</li><li>• Understanding and commitment to work in a holistic therapeutic manner.</li><li>• Good verbal and written communication skills.</li><li>• An ability to discriminate effectively between those decisions which can be deferred and those which need immediate attention.</li><li>• An ability to make decisions.</li><li>• Knowledge of recruiting, inducting and developing individuals and teams.</li><li>• Willingness to undertake sleep in duties and work potentially anti-social hours.</li><li>• A commitment and flexibility to work those rotas which meets the needs of the school as a whole.</li><li>• An ability to compromise and work and react calmly.</li><li>• An ability to listen and respond effectively to different situations.</li><li>• An ability to develop positive relationships within the work setting and contribute effectively to achieve consistency and quality.</li></ul>	<ul style="list-style-type: none"><li>• An understanding of management styles.</li><li>• Experience of a performance management process including disciplinary and grievance procedures.</li></ul>



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<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Therapeutic approach</li><li>• Understanding of confidentiality</li><li>• Due to the pressure of the job, good health / absence record is required.</li><li>• Loyalty, tact &amp; discretion</li><li>• Good timekeeping</li><li>• Be able to show initiative</li><li>• Flexible, team player and good sense of humour</li><li>• Driving license and ability to drive with young passengers</li></ul>	<ul style="list-style-type: none"><li>• Experience of therapeutic settings</li><li>• Wide interests outside of education</li><li>• A proven interest in personal CPD</li><li>• Be solution focused</li></ul>
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