

LANGHAM OAKS SCHOOL
RESIDENTIAL TEAM
CHILDCARE OFFICER
APPLICATION PACK



LANGHAM OAKS SCHOOL
is part of **SEAX Trust**



LETTER FROM THE HEADTEACHER

Langham Oaks School

School Road, Langham, Colchester CO4 5PA

Headteacher: Mr Simon Dawson

Telephone: 01206 271571

Email: admin@langhamoaks.co.uk

Dear Applicant

Thank you for your interest in Langham Oaks School. I would like to take this opportunity to tell you a little more about us.

Langham Oaks School is a thriving special school, providing 70 places for boys, aged 10-16 with a "Good" (Ofsted, March 2020) residential provision for 28 pupils. It is located in the heart of the small village of Langham, in north-east Essex six miles from Colchester. The school currently resides in a 19th century house with extensions for classrooms, but in October this year we will receive the keys to a brand new and specially designed building in the grounds (see photo below) which will completely transform our provision. You therefore have a unique opportunity to join our team at a very exciting time as we begin a new chapter in our development.

Langham Oaks is more than a school; it is a community based on exceptionally strong and trusting relationships between children and adults. Pupils are capable of learning and achieving, but have experienced many complex issues preventing them from engaging in learning and making progress. Staff from both the day and residential teams work proactively and collaboratively to develop and deliver the best bespoke package for each individual pupil.

I hope, as you read further, you decide that Langham Oaks could be the place where you would like to continue your career and that we will receive your application in due course.

Yours sincerely

Simon Dawson

Simon Dawson

Headteacher

Langham Oaks School



Langham Oaks School

Childcare Officer

38 hours per week

Actual Salary: £19,881 to £21,467

Job Description & Person Specification

Job Title:	Residential Childcare Officer
Grade:	Scale 6 (Points 12-17) [2019 Band 3 full range]
Based at:	Langham Oaks School
Reports to:	Residential Manager/Headteacher, Deputy & Assistant Managers of the Residential Facility
Responsible for:	Pupils
Liaison with:	Teaching staff, other school staff, parents, outside agencies eg Doctors, Social Services
Job Purpose:	To work as a member of the Residential Team, in accordance with the school's policies, with tasks relating to the care and welfare of pupils.
Principal Accountabilities:	<p>To assist the care team and support other school staff in the residential and wider care of pupils with social, emotional and mental health needs</p> <p>To support pupils' individual safeguarding, care and welfare needs</p> <p>To monitor pupils throughout the after-school and pre-school sessions and to report and record any detail as required</p> <p>To deliver agreed activities to pupils, adjusting the tasks according to pupil responses and needs, to support their individual care and welfare</p>

Job Description: Childcare Officer

Duties

- To work under direction with individual pupils on planned programmes of social, emotional and behavioural development.
- To be actively involved in the school's recreational and social programme and engage individuals and groups of pupils in constructive, enterprising and socially extending range of leisure pursuits.
- To participate in the general supervision of pupils, ensure that they adhere to acceptable standards of behaviour, personal hygiene, tidiness and dress.
- To participate in the implementation of an agreed pattern of sensitive, effective care and control, to provide the children with a secure, safe and stimulating environment conducive to physical, emotional, educational and social development, so that pupils enjoy a calm and relaxed group living experience.
- To be responsible for the safety of children by exercising adequate control and supervision, particularly in relation to lunch and break-times and during the daytime as required.
- To respond appropriately to the material, physical and emotional needs of pupils.
- To be responsible for a group of students in a "key worker" capacity ensuring all relevant information is updated and correct.
- To supervise pupils at lunch and at break-times during the school day, evenings and weekends as required.
To escort pupils on visits to doctors, dentists, shopping trips, etc. as required.
- To assist in supporting pupils in education where required.
- To administer any prescribed medication in accordance with directions of the school doctor or other authorised member of school staff.
- To attend, as required, meetings about individual pupils and/or matters affecting the general running of the school.
- To observe, advise and produce written reports on pupils, as required.
- To keep individual pupil records, as required.
- To undertake driving duties, as required.
- To use whichever form of communication is being used by the pupils in the residential unit.
- To respond to any emergency situation that arises, e.g. casualty visits, absconders.
- To participate in Staff Training Days, and external courses as may be required by the needs of the post and as identified by the Head of Care.
- To participate in supervision with the Head of Care.
- To undertake such sleeping-in duties as may be determined by the needs of the school.
- To undertake such other duties as may be reasonably required having regard to the purpose grade of the post.

General Duties

- Establish constructive **relationships** and be supportive of, and sensitive to, the needs of colleagues, pupils and the wider school community
- Encourage **interaction and teamwork** within the school and Trust; attend relevant school meetings, as required, share ideas and new initiatives
- Respect **confidentiality** and maintain **professionalism** at all times

- Actively engage in relevant training opportunities, taking responsibility for own **professional development**
- Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Contribute to the overall **ethos, work and aims** of the school and Trust
- Comply with all **School and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.

Pupil-Facing Staff – Important Additional Information

Langham Oaks School caters for male learners aged 10-16 years, some of which have a residential place at the school from Mondays to Thursdays. All learners have an Education Health & Care Plan and are classed as '**Social, Emotional & Mental Health**' ('**SEMH**') as their main category of need. In addition, they may have a diagnosis of Autistic Spectrum Disorder, Attention Deficit Hyperactive Disorder, Social Communication Difficulties, complex emotional and/or behavioural difficulties.

All of the boys have complex needs and many have experienced trauma, which can result in behaviour that is challenging and concerning. Every member of staff needs to accept and understand that behaviour is a form of communication and that it should be viewed with curiosity and empathy. All pupil facing staff are trained to use appropriate forms of physical intervention and will be expected to be involved in physical interventions when they are necessary, having first tried everything in their training to de-escalate situations.

All learners undertake part of their learning in a community setting and staff are expected to accompany the learners and take part in any off site activity, eg 'Beach/Forest Schools', therapy farm, sporting activities and social events, if required.

In order to work safely with our learners, the following personal abilities are extremely important and must be exercised at all times:

- The ability to follow all **individual personal and social support strategies** including consistently applying guidance designed to minimise challenging behaviour that puts the pupils themselves, or others, at risk of physical harm
- The ability to undergo training in the use of **physical interventions** and to subsequently be able to use any recommended interventions appropriately
- The ability to follow **behaviour guidelines** including those relating to occasions when learners will use behaviours to communicate – hitting, kicking, biting, swearing, spitting
- The ability to **react quickly** to safeguard the well-being of learners – eg if a pupil were to attempt to run away, either from the site or whilst on a visit or when a physical intervention is required

All class groups include a range of needs and consequently the expectations and daily responsibilities are the same for **all pupil-facing staff**.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

Person Specification: Childcare Officer

Qualifications & Experience			
Detail		Essential	Desirable
Specific qualifications & experience	Experience in working with/caring for people with special needs	✓	
	Experience in working with/caring for children and young people	✓	
	Experience of working in a residential setting		✓
	Ability to administer medication	✓	
	Relevant qualifications eg QCF in Childcare Level 3, or similar	✓	
	Driving Qualification		✓
Knowledge of Relevant Policies & Procedures	Knowledge of relevant legislation eg Children's Act and Child Protection & Safeguarding Legislation and National Minimum Standards for Residential Special Schools	✓	
	Good knowledge of First Aid	✓	
Literacy	Clear and concise written and oral skills	✓	
Numeracy	Good numeracy skills	✓	
Technology	Good working knowledge of ICT to support learning	✓	

Communication			
Written	Ability to compile detailed and complex records and reports etc	✓	
Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively	✓ ✓	
Languages	Use initiative to overcome communication barriers with children and adults	✓	
Negotiating	Able to consult effectively with pupils and their families and carers and other adults	✓	
Working with Children and Others			
Behaviour Management	Ability to apply a range of behaviour management policies and strategies which contribute to a purposeful environment Demonstrate self-control and an ability to deal with crisis situations involving young people	✓ ✓	
SEN	Ability to understand and support pupils with social, emotional and mental health difficulties Successful completion of training to support SEN/SEMH	✓	✓
Curriculum	Good understanding of the school curriculum	✓	
Child Development	Good understanding of child development Ability to assess progress and performance and recommend appropriate ways to support development	✓ ✓	
Health & Wellbeing	Understand and support the importance of physical and emotional wellbeing and safety of children	✓	
Working with partners	Use own initiative towards the contribution of the team supporting children, their families and carers	✓	
Relationships	Ability to establish rapport and respectful and trusting relationships with pupils, their families/carers and other adults	✓	
Team work	Ability to work effectively with a range of adults	✓	
Information	Ability to provide timely and accurate information, knowing how, when and with whom to share information	✓	

Responsibilities			
Organisational skills	Good organisational skills Ability to remain calm under pressure Ability to work independently, flexibly and make decisions based on own initiative	✓ ✓ ✓	
Time Management	Ability to manage own time effectively	✓	
Creativity	Ability to follow instructions and resolve problems independently in a creative way	✓	
General			
Equalities	Awareness of and promotion of equality	✓	
Health & Safety	Good understanding of Health & Safety	✓	
Child Protection & Safeguarding	Good understand and effective implementation child protection and safeguarding procedures	✓	
Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality Understand and implement the Trust's Data Protection Policies	✓ ✓	
CPD	Demonstrate a clear commitment to develop and learn in the role Constantly improve own practice/knowledge through self-evaluation and learning from others	✓ ✓	

APPLICATION AND RECRUITMENT PROCEDURE

Candidates should download and complete a SEAX Trust application form available from:
www.seaxtrust.com www.essexschoolsjobs.co.uk

Required:	1 st January 2021
Visits to the School:	Unfortunately, due to COVID-19 restrictions, we are not offering on-site visits at this time. Instead, please visit our website at www.langhamoaks.com
Closing Date:	Monday 9th November 2020 mid-day
Interview:	Monday 16th November 2020
Salary and Band:	LGPCD Pay Scale: 6 Points 12-17
Hours and Weeks:	38 hours per week/39 working weeks per annum [Term-Time]
Actual Salary:	£19,881 (Point 12) to £21,467 (Point 17)
Paid Leave:	5.7 to 6.4 weeks per annum, <i>depending on length of service</i>
Working Pattern:	Monday to Thursday 2.30am-10.50pm (including 20 min break) 8hrs per day x 4 days per week = 32hours Friday 8.00am – 3.20pm (Week A) (including 20 min break) 8.00am – 1.00pm (Week B) Week A + Week B/2 = 6 hours Total: 38 hours per week
To apply:	Candidates should download and complete a SEAX Trust application form available from: www.seaxtrust.com and/or www.essexschoolsjobs.co.uk and return to SEAX Trust by the closing date above
Queries:	Mrs Kate Stannard, Assoc CIPD, Director of HR, SEAX Trust Email: katestannard@seaxtrust.com Address: SEAX Trust, Fox Crescent, Chelmsford, Essex CM1 2BN Direct Line: 01245 963006

The SEAX Trust

Work with us ...

The **SEAX Trust** is a small but growing partnership of Special Academies within the community of Essex, whose Vision is to:

- **Provide outstanding educational experiences for children and young people with special educational needs**
- **Put the well-being and achievement of pupils at the heart of all decision making**

We consider the main asset towards achieving our Vision is our body of **highly-valued staff** and, in recognition, we implement a wide range of **strategic and person-centred reward practices** in all of our Trust Academies.

Be rewarded by us ...

- We offer a clear and competitive **pay policy** and **progression route**
- **Holiday pay** and **salary** which is paid *evenly* across the year for our support staff
- Teachers and Local Government **Pension Scheme** facilities

Progress with us ...

- A focus to provide high quality **professional development** opportunities for all staff
- An extensive range of **in-house training** opportunities
- Experienced and **dedicated practitioners** who are keen to help you learn
- A range of exciting internal **career opportunities**

Be inspired by us ...

- **Challenging** roles and **recognition** of achievement
- A **motivational** strategy towards both education and business
- Staff **involvement** in wider decision-making

Be reassured by us ...

- A strategic aim to ensure a **fair work/life balance**
- A **highly supportive** organisational culture
- A firm commitment to the strengths of **equality and diversity**
- A sense of **cohesion and belonging**
- A policy to raise **matters of concern**

Ask us ...

Should you have any general queries regarding staffing at **SEAX Trust**, Kate Stannard will be pleased to speak to you. Please contact: **Mrs Kate Stannard, Assoc CIPD, Director of HR for SEAX Trust**

Email: jobs@seaxtrust.com Telephone: 01245 963000

The **SEAX Trust** is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We look forward to hearing from you soon