

RESIDENTIAL SENIOR CHILD CARE
WORKER
PAY RANGE: ANNUAL SALARY:
£29,577 – £32,234PA
ACTUAL SALARY: £27,801.55 -
£30,299.05 PA. PLUS NJC SLEEPING
IN DUTY PAYMENTS

WELCOME TO PARALLEL LEARNING TRUST

A Special and Alternative Provision Multi-Academy Trust.

The Trust is committed to transforming lives for all pupils. Currently we have seven academies that offer alternative or special provision for those children with social, emotional or mental health needs.

 Park Campus
Academy

 Ramsden Hall
Academy

 Victory Park
Academy

 Inspire
Academy

 Sutton House
Academy

 Kennington
Park Academy

 Wandle Valley
Academy

Application Deadline: 7 December 2021, midnight.

All applications must be sent to jquilter@ramsdenhall.org.uk before the deadline. Any applications received after this time will not be considered.

Dear Applicant,

Thank you very much for viewing this recruitment pack. We are committed to providing a high quality service so that every child fulfills his potential. We recognise that this can only be achieved through the recruitment and retention of competent, motivated employees who are suited to and fulfilled in the roles they undertake.

We are committed to equal opportunities and our aim is to ensure that all applicants receive clear and useful information about the post and our school. We hope, therefore that the following information is of help to you in deciding whether to apply for this post. If you are unclear about any aspect of the application procedure, please do not hesitate to email jquilter@ramsdenhall.org.uk

Applications will only be accepted on the Academy's application form, please also complete the recruitment monitoring form. These can be found on the Academy's website <https://ramsdenhall.org.uk/careers/vacancies> or alternatively please contact Jane Quilter by email: jquilter@ramsdenhall.org.uk or telephone: 01277 624580.

Completed applications should be returned to Jane Quilter, by the **7th December 2021, midnight**. Applications submitted on the academy's application form will only be considered. Please take care to complete the application form in full as incomplete applications will not be considered. Unaccompanied CVs or third party application forms will not be accepted. Please be aware that we reserve the right to call for interviews and appoint prior to the closing date.

Please note that we will not be writing to those applicants who are not shortlisted. Therefore, if you do not hear from us within four weeks of the closing date you should assume that, on this occasion, your application has been unsuccessful.

Potential applicants are warmly invited to visit the school or to contact us for an informal conversation, please contact Jane Quilter on telephone: 01277 624580 or by email: jquilter@ramsdenhall.org.uk.

We wish you all the best with your application.

Yours sincerely



Mrs Emma Baker
Headteacher

The opportunity:

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| Position: | Senior Residential Child Care Worker |
| Pay Scale/Spine Points: | Scale 8, Spine Points 25-28. Plus NJC payment Sleeping-in Duty Payments |
| Required: | 4 January 2022 |
| Working Pattern: | 40.75 hours per week, term time & inset days. |

We are seeking for January 2022 a dedicated, passionate and committed Senior Residential Child Care Worker to join our residential team. This post involves working with boys aged 10 -16 years who have social, emotional and mental health needs.

Staff need to be able to work as part of a team as well as use their own initiative in this fast paced and fun environment. The residential team work closely with the school and aim to provide a balanced 24-hour curriculum to meet individual and group needs. Staff must be caring, nurturing and fair to enable the students to develop positive and trusting relationships. A good sense of humor is essential.

There is a strong emphasis on activities to learn new skills and to help develop confidence and self-regulation. Staff are encouraged and expected to take part by being enthusiastic and willing to support those that are struggling.

Working 40.75 hours per week based on a shift rota, involving day & evening shifts. Evening shifts include: Monday to Thursday 2.30pm to 10.45pm. Day shifts are: Monday to Friday 7.30am to 3.30pm. Sleeping in duties also apply to this post of which the NJC Sleeping-in Duty payment is payable, currently £37.07 per duty. **No weekend shifts, public holiday or school holiday shifts are required.**

Main Responsibilities

The primary role of a Senior Residential Child Care Worker is to support the students from the point of leaving school, during the evening and until the following morning when they go back off to school. This post involves formal supervision of designated staff.

Once students arrive from school staff support them by making healthy snacks, agreeing activities, talking about their day and encouraging the students to have a shower and get changed.

Staff encourage students to choose at least one physical activity which staff will support and get involved with. We then eat together at dinner time before going off for our second activity such as playing in the park, visiting the beach, playing on skateboards, playing board games, having a quiz or going to bowling/cinema/golf etc. Later in the evening we help with school work, watch TV or a film before the students are supported to go to bed after a story or chat before staff complete evening reports. In the morning staff wake the students to get ready and go off to breakfast ready for their school day.

Staff are expected to attend residential holidays when needed and undertake driving duties as required.

In addition, residential staff write and agree placement plans, risk assessments, activity rotas and review reports when required. During the school day staff support in the school for on call duties, activity events and training.

Throughout, staff participate in the general supervision of students, ensure that students adhere to acceptable standards of behaviour, give sensitive and effective care in a safe and supportive environment so that students enjoy a calm and relaxed group living experience.

Candidates must have:

- Successful experience of working with/caring for children and young people with SEMH.
- Ability to administer medication.
- Supervisory experience.
- Knowledge of relevant legislation e.g. Children Act and NMS and residential special schools.
- Good knowledge of First Aid.
- Driving qualification (mini bus) is desirable.
- Good working knowledge of ICT to support learning.
- Ability to confidently use MS Word, Excel and Outlook.
- NVQ Level 3 in Child/Young Persons Care is essential.
- With a current car driving license along with flexibility and willingness to use own car to transport students, if required.
- Ability to complete detailed and complex reports.
- Ability to use clear language to communicate information unambiguously.
- Ability to listen effectively and respond in an appropriate and professional way.
- Uses initiative to overcome communication barriers with children and adults.
- Consult with children and their families and carers and other adults.
- Ability to apply a range of behaviour management policies and strategies which contribute to a purposeful learning environment.
- Understand and support the importance of physical and emotional wellbeing and the wellbeing and safety of children.
- Enthusiastic, reliable and committed. Possess energy, vigor, perseverance, and empathy. Adaptable and flexible to changing circumstances. Good organisation skills and ability to remain calm under pressure.
- Good understanding and knowledge of the school curriculum.
- Good understanding of child development and learning processes. Ability to assess and record progress and recommend appropriate strategies to support development.
- Good understanding of statutory frameworks relating to teaching.
- Ability to learn school policies and procedures.
- Understand the importance of physical and emotional wellbeing.
- Works effectively as part of a team.
- Good understanding and effective implementation of child protection procedures.
- Understand procedures and legislation relating to data protection and confidentiality.
- Demonstrates a clear commitment to develop and learn in the role. Constantly improves own practice/knowledge through self-evaluation and learning from others.

We can offer you:

- Auto-enrolment into a generous contributory Local Government pension scheme
- Free parking
- Access to excellent catering facilities when the kitchen is operational
- A supportive working environment.
- A well established and friendly team that work together for the benefit of the young people
- A residential academy that is fully committed to nurturing the potential in all of our students
- Excellent CPD opportunities and regular training
- Access to Health Care services
- Staff Wellbeing group
- A responsive and involved leadership team

Potential candidates for this role are warmly invited and encouraged to visit the school or to contact us for an informal conversation, please contact Jane Quilter on telephone: 01277 624580 or email: jquilter@ramsdenhall.org.uk We reserve the right to call applicants to interview and appoint, prior to the closing date so please apply as soon as possible. If you have any queries please contact Jane Quilter, Operations Manager-HR/Admin via jquilter@ramsdenhall.org.uk

To apply please complete the application forms, which can be found on our website, or follow this link: <https://ramsdenhall.org.uk/careers/vacancies> These must be fully completed and submitted to jquilter@ramsdenhall.org.uk by the closing date stated (unaccompanied CVs or third party application forms will not be accepted).

Ramsden Hall Academy (RHA) is part of the Parallel Learning Trust (PLT), a Multi Academy Trust based in Keston, Bromley and is committed to safeguarding and promoting the welfare of all pupils attending the Academy. As the duties of this post involves regular contact with children, any offer to the successful candidate will be conditional upon an Enhanced Disclosure being obtained via the Disclosure and Barring Service, medical clearance and satisfactory references.

PLT is a Multi Academy Trust and Approved DfE Academy Sponsor; a forward thinking and innovative primary, special and alternative provision provider. PLT is committed to Safer Recruitment and aims for quality services and equal opportunities.

Closing date for applications is 7 December 2021 midnight, and interviews will take place the following week.

MISSION AND PURPOSE

Ramsden Hall Academy is a residential Special School for boys aged 10 to 16 who have an EHCP for Social, Emotional and Mental Health. We are part of the Parallel Learning Trust (PLT) a Multi Academy Trust with schools in London, Medway and Southend.

We admit up to 100 boys from across the whole county, with transport provided by Essex LA. Every student has an Education, Health and care Plan, (EHCP), and have a variety of social and emotional needs. As a result, we group our pupils according to need and learning styles in all areas.

Our Mission Statement

We aim to give all our pupils and their families the hope, compassion, experience and qualifications to enable them to take their place in the World.

We will:

- build their skills and confidence so that they can learn to recognise their emotions, self-regulate, and develop strategies to express themselves safely
- ensure that everyone is seen and known as an individual, and offer them tailored pathways to meet their individual goals

Vision

Working together we will:

- Meet our students social, emotional and mental health needs enabling them to thrive both in school and in the wider community;
- Support our students to develop the attributes, skills, knowledge and understanding required to become valuable members of society;

Values and Beliefs

Learning is our core purpose. We believe:

- Every child can achieve;
- Every student must make progress;
- Every member of the community matters;
- Everyone deserves a second chance.

What we will do:

We will provide a safe secure environment where students are valued, respected, challenged and supported to achieve and make progress.

Through our actions we will develop young people who are:

- Respectful of themselves, each other and the school
- Trustworthy, polite, honest and helpful
- Tolerant of others, open minded and without prejudice
- Resilient, determined and have a strong work ethic
- Responsible, independent and supportive of each other
- Empathetic, thoughtful, compassionate and caring
- Good communicators who are equally good as leaders and team players
- Confident having both self-belief and high aspirations
- Good role models

Residential Provision

The residential provision is currently rated “Good” by Ofsted and has facilities for up to 37 pupils at a time. In the latest report Ofsted said *“Strong relationships between staff and children are evident. Children have positive attachments and great rapport with the staff team. Established, experienced staff provide stability for children.”*

The provision is a choice for the pupils and their parents/carers, in consultation and agreement with the school. We have an emphasis on activities and routines, making sure it is fun, but also give the pupils appropriate structured freedom to interact with their boarding friends. We focus on the development of social skills and emotional wellbeing and residential pupils consistently show improved outcomes in terms of both attendance and achievement.

Job Description

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| Job Title | Residential Senior Child Care Worker |
| Grade | 2020 Scale 8 |
| Reports to | Head of Care/Residential |
| Responsible for | Supervision of member of the Childcare Team |
| Liaison with | Teaching Staff Other staff at School Parent/Carers Outside Agencies e.g. Doctors, Social Services |
| Job Purpose | To work as a member of the Childcare team, in accordance with the school's policies, with responsibility for tasks relating to the care and welfare of pupils. Plus a shared responsibility for the deployment and supervision of members of the Childcare Team. To deputise for the head of care as appropriate. |
| Duties | <ul style="list-style-type: none"> • To take an active part in the staff meetings of the residential unit, including taking minutes. • To promote positive links with school staff, with parents and with the community. • To carry out formal supervision sessions for designated staff. • To attend regular supervision meetings. • To attend required training courses, and any other appropriate courses, e.g. the NVQ in Integrated Care Level 3 and/or NVQ in Training and Development. • To respond to any emergency situation which arises, e.g. casualty visits, missing children. • To work as required, with care staff on planned programmes of social, emotional and behavioural development for individual pupils and to contribute to staff development. • To be actively involved in the school 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, ensuring 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, 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 education and support of pupils in personal and social competence, including |

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| | <p>relationships, health, hygiene, domestic etiquette, dress and safety.</p> <ul style="list-style-type: none"> • To be responsible for the safety of children and care staff by exercising appropriate control and supervision, particularly in relation to meal times and evening activities as required. • To act as a key worker in the manner prescribed in the keyworker guidance. • To monitor, evaluate and advise on the collation and submission of pupils' risk assessments and placement plans. • To ensure that the material, physical and emotional needs of pupils are appropriately met. • To attend meetings concerned with the welfare of 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. • Ordering, maintaining and monitoring a good stock of items relating to students' personal hygiene, e.g. toothbrushes, combs, toothpaste, etc. • To escort pupils on visits to doctors, dentists, shopping trips etc., as required. • To undertake such sleeping-in duties as may be determined by the needs of the school.. • To undertake a variety of daily housekeeping duties including making beds as required. • To undertake such other duties as may be reasonably required, having regard to the purpose and grade of the post. |
| General | <ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. |

PERSON SPECIFICATION

| General heading | Detail | Examples |
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| Qualifications & Experience | Specific qualifications & experience | <p>Successful experience in working with/caring for children and young people</p> <p>Successful experience in working with/caring for people with special needs</p> <p>Ability to administer medication</p> <p>Relevant qualifications, e.g. NVQ in Childcare Level 3 above or similar</p> <p>Supervisory experience</p> <p>Driving qualification (mini bus) is desirable</p> |
| | Knowledge of relevant policies and procedures | <p>Relevant legislation, e.g. Children Act and NMS for residential special schools</p> <p>Good knowledge of First Aid</p> |
| | Literacy | Clear and concise written and oral skills |
| | Numeracy | Good numeracy skills, ability to undertake calculations |
| | Technology | Good working knowledge of ICT to support learning |
| Communication | Written | Ability to complete detailed and complex reports |
| | Verbal | <p>Ability to use clear language to communicate information unambiguously</p> <p>Ability to listen effectively and respond in an appropriate and professional way</p> |

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| | Languages | Use initiative to overcome communication barriers with children and adults |
| | Negotiating | Consult with children and their families and carers and other adults |
| Working with children | Behaviour Management | Ability to apply a range of behaviour management policies and strategies which contribute to a purposeful learning environment |
| | SEN | Demonstrate a good understanding and support the differences in children and adults and respond appropriately |
| | Curriculum | Good understanding and knowledge of the school curriculum |
| | Child Development | Good understanding of child development and learning processes Ability to assess and record progress and recommend appropriate strategies to support development Good understanding of statutory frameworks relating to teaching |
| | Health & Well being | Understand and support the importance of physical and emotional wellbeing and the wellbeing and safety of children |
| Working with others | Working with partners | Work effectively as part of a team and contribute to group thinking, planning etc. Ability to work with parents and carers to improve support for children |
| | Relationships | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults |
| | Team work | Ability to work effectively with a range of adults |

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| | Information | Know when, how and with whom to share information |
| Responsibilities | Organisational skills | Good organisational skills Ability to remain calm under pressure To be flexible Use own initiative and work independently |
| | Line Management | Ability to manage and support the work of others |
| | Time Management | Ability to manage own time effectively |
| | Creativity | Demonstrate creativity and an ability to resolve problems independently |
| General | Equalities | Demonstrate a commitment to equality |
| | Health & Safety | Good understanding of Health & Safety |
| | Child Protection | Good understanding and effective implementation of child protection procedures |
| | Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| | CPD | Demonstrate a clear commitment to develop and learn in the role Constantly improve own practice/knowledge through self-evaluation and learning from others |