



Attend Aspire Achieve

POST TITLE: Head of Care – 37 hours per week. Term time only. (39 weeks per year).

RESPONSIBLE TO: Head Teacher

LIAISON WITH: Senior Leaders

OVERALL RESPONSIBILITIES

As Head of Care you are expected to take responsibility for ensuring that the children and young people receive a level of residential care which displays a commitment to the philosophy outlined by Lexden Springs School. If you feel at any time this is not the case it is your responsibility to bring it to the immediate attention of the Head Teacher.

Our aim is to promote a positive, caring environment which focuses upon and addresses the needs of each individual child or young person.

We recognise the value and worth of those in our charge and seek to uphold standards of the highest quality; which reinforce the dignity and respect of the individual in an atmosphere which is warm, caring, stimulating, accepting and free from all forms of prejudice and discrimination.

In saying this, no effort is spared to achieve a true partnership between school, parents/carers, and authorities, which will promote the physical, intellectual, emotional and social development of our children and young people in order that they may achieve their full potential.

Expectations

In fulfilling your role you will be expected to:

Ensure that all policies, procedures and practices reflect the school's commitment to the importance and value of the individual. It is therefore your task to challenge and change any policies, procedures or practice which is discriminatory or prejudicial and which does not reflect or promote the ethos of the school and ensure that they successfully reflect good practice and expectations of Ofsted and legal guidance.

Ensure that all children and young people are treated with dignity and respect, in an environment which reflects the importance of and their right to be treated as valuable worthwhile individuals.

Take every step necessary to ensure that our children and young people are protected from neglect, abuse and exploitation.

As Head of Care you are expected to maintain strict confidentiality in all areas of your work.



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Designated Areas of Responsibility

Deployment, support and supervision of the care staff team.

As Head of Care you will be expected to ensure that:

- Adequate levels of staffing are available at all times.
- You are accessible to all members of the residential staff team.
- You establish a clear network for the delegation of responsibility within the residential staff team, which is both effective and demonstrably accountable.
- Adequate support and direction is given to all members of the residential staff team so that they may carry out their delegated duties effectively.
- You set up and maintain a system of structured supervision of staff which is both evaluative and developmental and one which promotes good practice.
- You oversee staff appraisals for residential staff.
- You support the writing and fulfilment of day care systems and rota's if required.

Staff Development

As Head of Care you should ensure that both the personal and professional needs of the residential staff are identified and as far as possible catered for, therefore you would be expected to:

- Identify the training needs of residential staff so as to promote their personal and professional development.
- Organise or assist in the organisation of training events, both within school and outside, from which staff members will benefit.
- Motivate and enable staff members to meet their full potential as effective practitioners of 'High Quality Care'.
- Deliver, where appropriate, INSET for residential staff.
- Operate the school's Internal Quality Assurance procedures for residential staff including appraisal and supervision strategies.



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Managerial Responsibilities

As a senior staff member you will be expected to:

- Contribute to the development and continuous review of policies which govern the operation of the school, whilst enabling the residential staff team to remain actively involved in policy development.
- Promote and maintain effective channels of communication within the school, and organise residential staff team meetings with agenda and minutes kept.
- To take responsibility, in conjunction with key staff, for all LAC documentation and pupil files for residential placements.
- To take responsibility for the monitoring and maintenance of medication systems.

Child Protection

As Head of Care you must ensure that you have adequate knowledge and insight into all applicable child protection policies and guidance. In the absence of the Head Teacher you will assume responsibility for co-ordinating all child protection issues which may arise. To undertake this role you will be required to complete Local Authority Training as a Child Protection Officer for the school.

Complaints Procedure

As Head of Care you will be expected to co-ordinate 'Complaints Procedures' set up for our children and young people.

Site Evaluations

As Head of Care you will be expected to co-ordinate communal site evaluations, and draw up appropriate recommendations and monitor developments thereafter. These should be undertaken on a termly basis with written and verbal reports submitted to the Head Teacher.

Outside Links

As Head of Care you will be expected to develop and maintain links with the community outside of the school whilst also ensuring you form professional links with other agencies or professional bodies. You must also actively promote 'Partnership' with parents/families or carers.



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Personal Responsibility

As Head of Care you must take a personal responsibility for ensuring you cater for your own training needs, and that you remain aware of all current issues in your field of work. You are expected to discuss your work in supervision and appraisal (Performance Development Reviews) with the Deputy Head Teacher / Head Teacher.

Due to the nature of your work, circumstances may arise which are unpredictable and you may be required to carry out duties that are not outlined in this Job Description but are requested by the Head Teacher. On such occasions we will strive to give you adequate notice and guidance of these duties.

SAFEGUARDING

Lexden Springs is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area.

This post is subject to an Enhanced Disclosure check.