Job Description

Job Title	**Residential Child Care Worker**
Grade	*Scale 5-6*
Reports to	*Head of Care/Headteacher*
Responsible for	*N/A*
Liaison with	*Teaching Staff* *Other staff at School* *Parents* *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 responsibilities for tasks relating to the care and welfare of pupils.
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	• *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.*

Residential Child Care Worker

General heading	Detail	Examples
Qualifications & Experience	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, e.g. NVQ in Childcare Level 3 or similar Driving qualification (mini bus)
	Knowledge of relevant policies and procedures	Relevant legislation, e.g. Children Act and Child Abuse legislation 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 write detailed reports, letters 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	Consult with children and their families and carers and other adults
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the unit's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Good understanding of the school curriculum. Good working knowledge of specialist curriculum area(s) if appropriate
	Child Development	Good understanding of children development. Ability to assess progress and performance and recommend appropriate ways to support development
	Health & Well being	Understand the importance of physical and emotional wellbeing and safety of children
Working with others	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 children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills, ability to remain calm under pressure
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions and resolve problems independently, in a creative way
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