

Senior Residential Childcare Officer

Job Description & Person Specification

Job Title:	Senior Residential Childcare Officer
Grade:	Scale 6 (Points 13-17) Shift pattern: Mon-Thu 2pm – 10.15pm, Fri: 9am – 2pm 36 hours
Based at:	Hawthorns House
Reports to:	Head of Residential, Headteacher
Responsible for:	Residential Childcare Officer(s) RCO
Liaison with:	House and School staff, pupils, parents/carers, outside agencies
Job Purpose:	<ul style="list-style-type: none"> • To work as a senior member of the Residential Team, in accordance with the House and school's policies, with responsibilities for tasks relating to the care and welfare of pupils • Responsibility for specific tasks • Shared responsibility for supervision of RCO's
Principal Accountabilities:	<ul style="list-style-type: none"> • To undertake and oversee childcare duties, as required, ensuring prioritisation of key tasks • To prioritise the safeguarding, wellbeing and social/emotional development of children always • To support the Head of Residential Care to provide a professional and effective service, lead afternoon/evening shifts and line manage RCO's

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Senior Duties:

- To undertake and lead on relevant and specific duties under the direction of the Head of Residential Care
- To lead on shift the running of the Residential House under the direction of the Head of Residential Care
- To take an active role in team meetings, contributing to taking minutes
- To undertake and maintain responsibilities of key objectives for the Residential House
- To act as a role model: leading and supporting staff
- To support with staff inductions, mentoring and training new staff
- To be fully aware of and understand the duties and responsibilities within the 'Keeping Children Safe in Education' legislation
- To adhere to, and work in accordance with the National Minimum Standards for Residential Special Schools
- Knowledge and experience of applying relevant policy and legislation – Children's Act, Safeguarding, Health and Safety
- To undertake formal supervision for designated staff
- To participate in staff training days (INSET days), undertake training relevant to the role and as identified by the Head of Residential Care (safeguarding, SCERTS, safety intervention)
- To promote and contribute to positive relationships with school staff, parents and carers and the wider community.
- To undertake other duties as may be reasonable required by the post

Duties:

- To work under direction with individual children on planned programmes of social, emotional and behavioural development
- To be involved as directed in all aspects of the residential's recreational and social programme
- To participate in the general supervision of children, 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 supervision, to provide the children with a secure, safe and stimulating environment conducive to physical, emotional, educational and social development, so children enjoy a calm and relaxed group living experience
- Exercising fair, safe and effective supervision of children, from the end of school, through the afternoon and evenings' planned activities, to include mealtimes and bedtime routines
- To respond appropriately to the material, physical and emotional needs of children
- To be responsible for children in a "key worker" capacity ensuring all relevant information is updated and correct
- To support children with activities and appointments, for example community groups, shopping trips, college/training opportunities etc. as required
- To assist in supporting children with aspects of their formal learning as required
- To administer any prescribed medication in accordance with directions of a GP/nurse or other authorised member of school staff

- To attend, as required, meetings about individual children and/or matters affecting the general running of the school
- To observe, advise and produce written reports on children, as required
- To keep individual child records, as required
- To undertake driving duties, as required
- To utilise a variety of communication methods, reflecting individual communication styles of children
- To respond to any emergency that arises, e.g. casualty visits, absconders
- To participate in Staff Training Days (INSET days), and external courses as may be required by the needs of the post and as identified by the Head of Residential Care
- To participate in supervision with the Head of Residential Care
- To undertake such other duties as may be reasonably required having regard to the purpose and grade of the post

General Duties

- Establish constructive **relationships** and be supportive of, and sensitive to, the needs of colleagues, children and the wider school community
- Encourage **interaction and teamwork** within the House, school and the Trust; attend relevant House/school meetings, as required, share ideas and new initiatives
- Respect **confidentiality** and always maintain **professionalism**
- 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 Head of Residential Care
- Contribute to the overall **ethos, work and aims** of the House, school and Trust
- Comply with all **House, 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.

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 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: Senior Childcare Officer

Qualifications & Experience			
Detail		Example	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 Level 3 qualifications, e.g. NVQ in Childcare Level 3 or similar	✓	
	Full Driving licence		✓
	Ability to drive a minibus or a willingness to undertake training when in post		✓
Knowledge of relevant Procedures	Relevant legislation, e.g. Children Act and Child Abuse legislation	✓	
	Keeping Children Safe in Education 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 IT to support all aspects of the role	✓	
Communication			
Written	Ability to write detailed reports, recording and a varied communication 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 & Others			

Behaviour Management	Ability to demonstrate effective implementation of the House's behaviour management policy	✓	
SEND	Understand and support the differences in children and adults and respond appropriately	✓	
Curriculum	Good understanding of the House and school curriculum.	✓ ✓	
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 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, school staff and other adults	✓	
Teamwork	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	Ability to manage and support the work of colleagues	✓	
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 & Safeguarding	Good understanding and effective implementation of child protection procedures	✓	

Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality Understanding of, and compliance with, the Trust's Data Protection Policy	✓ ✓	
CPD	Demonstrate a clear commitment to develop and learn in the role	✓	