



**Assistant Residential Care Officer  
Welburn Hall School**

**Recruitment Information Pack**



**Resourcing  
Solutions**

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## Welburn Hall School

Welburn Hall is a generic special school/college for children and young people aged 8 to 19 years, with a wide range of special educational needs.

Set in over 20 acres of stunning countryside, Welburn Hall School is situated in the market town of Kirkbymoorside; nestled on the edge of the North York Moors National Park. With dedicated staff, fantastic facilities and beautiful buildings, we create a calm and inspiring place to learn, live and work.

A North Yorkshire County Council maintained special school, we have a strong reputation for excellence; offering a dynamic, innovative and unique learning journey for pupils aged 8 to 19 years, with a wide range of physical disabilities or learning difficulties. Welburn Hall also boasts a vibrant and successful residential 6th Form College, catering for young people between the ages of 16 and 19.

Our aim is to ensure all pupils and students have the opportunities they need to reach their full potential for academic achievement, independence and personal development. We pride ourselves in being a warm and friendly school; our staff are our greatest resource and are highly valued for the contribution and difference they make to the lives of our pupils.

Our ethos and core values of respect, perseverance and excellence support this model and are lived out in the daily work of the school.

## **Application Process**

The closing date for all applications is **5pm, Tuesday 4<sup>th</sup> October 2022.**

Interviews will be held on Thursday 13<sup>th</sup> October.

**Completed applications must be returned to [NYES.Resourcing@northyorks.gov.uk](mailto:NYES.Resourcing@northyorks.gov.uk)**

If you do not receive confirmation of receipt of your application within one working day please Sarah Hunter - Resourcing Partner on 07816 251 271

**If you think you're the person for the job, please complete the enclosed application form with your supporting statement, no more than two sides of A4, and send to the email address above by the closing date.**

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us by the 21<sup>st</sup> October, please assume your application has been unsuccessful.

### **Queries**

We actively welcome you to contact Sarah Hunter at North Yorkshire County Council on 07816 251 271 to chat through the role and talk informally about the school/post and how working here will make a real difference to the children and young people on the coast.

## Job Description

<b>JOB PURPOSE:</b>	To provide care and supervision of pupils based in a residential and extended day setting
<b>JOB CONTEXT:</b>	Works with challenging children and young people with learning disabilities, emotional, social, behavioural or physical difficulties
	Enhanced DBS clearance required

<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
Operational Issues	<ul style="list-style-type: none"> <li>• To participate in developing an environment within the school which will enable children and staff to develop their full potential and in ensuring that each child receives the necessary care and attention</li> <li>• To ensure that pupils are well supported, safe and cared for</li> <li>• To deliver personal care routines (toileting (including cleaning and changing), washing, dressing and feeding) with dignity and in accordance with the Intimate Care and Physical Contact Policy, Intimate Care Plans, Healthcare Plans, Moving and Handling Procedures and any other school guidance approved by the Head of Care</li> <li>• Participate in some cleaning and laundry work</li> <li>• Uses moving and handling equipment e.g. hoists to safely move children</li> <li>• Supervise sick children as appropriate</li> <li>• Contribute ideas for learning and activities via team meetings</li> </ul> <p><b>Assist the Residential Childcare Officers with the following tasks, delegated at the start of each shift:</b></p> <ul style="list-style-type: none"> <li>○ The preparation and use of materials for activities and equipment</li> <li>○ Developing creative approaches to children’s targets and learning</li> <li>○ Observing and identifying student’s needs and carry out care programmes designed to meet long term and short term objectives effectively</li> </ul> <ul style="list-style-type: none"> <li>• Work within agreed plans to guide and support students to understand and perform basic domestic tasks and, where necessary develop personal care skills</li> <li>• Aid students in gaining life skills, following Care Plans and programmes as appropriate</li> <li>• Assist with maintaining the security of the site, adhering to relevant procedures relating to lockdown of the site</li> </ul>

Communications	<ul style="list-style-type: none"> <li>• Develop and maintain positive relationships with young people and their families</li> <li>• Communicate with pupils who may have difficulty communicating or have behavioural problems</li> <li>• Use persuasive and influencing skills to encourage pupils to participate</li> <li>• Be a good role model for young people</li> <li>• Liaise with Managers and staff, providing detailed advice</li> <li>• Liaise with staff, teachers and therapists, encouraging the physical, intellectual, emotional and social development of pupils, by providing assistance</li> </ul>
Resource management	<ul style="list-style-type: none"> <li>• Handles small amounts of cash e.g. children's pocket money</li> <li>• Responsible for personal possessions of the children e.g. phones, money, medication</li> <li>• Supervises pupils before and after school and during trips</li> <li>• Participates in training and personal development and attends team meetings</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• To be committed to safeguarding and promoting the welfare of children, young people and adults, raising concerns as appropriate</li> <li>• In accordance with the school's Child Protection Policy, report any Child Protection or Safeguarding matters directly to the Head of Care, contacting the Head Teacher in their absence</li> </ul>
Systems and Information	<ul style="list-style-type: none"> <li>• Be familiar with students' care plans</li> <li>• Record evidence in students' RARPA files</li> <li>• Make entries in students' diaries</li> </ul>
Planning and Organising	<ul style="list-style-type: none"> <li>• Provide feedback to senior care staff or team meetings which may inform improvements in practice</li> </ul>

## Person Specification

<b>Essential upon appointment</b>	<b>Desirable on appointment</b> (if not attained, development may be provided for successful candidate)
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Understanding of Health &amp; Safety</li> <li>• Awareness of safeguarding and child protection protocols and procedures</li> <li>• Knowledge of children’s learning and their needs</li> <li>• Knowledge of behavioural management techniques</li> <li>• Knowledge of how to achieve positive outcomes for children and young people</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of how to undertake risk assessments</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of working with children &amp; young people in a school setting</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with children with disabilities</li> </ul>
<p><b>Occupational Skills</b></p> <ul style="list-style-type: none"> <li>• Developed interpersonal and communication skills</li> <li>• Ability to communicate with young people who may have communication or behavioural difficulties</li> <li>• Ability to work as part of a team</li> <li>• Calm approach</li> <li>• Good organisational skills</li> <li>• Caring skills</li> <li>• Creativity skills</li> <li>• Persuasive and Influencing skills</li> </ul>	
<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• NVQ level 3 children &amp; young people</li> <li>• First Aid qualification</li> <li>• MIDAS qualification</li> </ul>
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• Willingness to undertake necessary training e.g. Manual handling</li> <li>• Willing and able to work regularly outside normal office/school hours, with sleep in duties</li> <li>• Emotional resilience in working with challenging behaviours</li> </ul>	

NB – Assessment criteria for recruitment will be notified separately.