

JOB DESCRIPTION

Job Title: Residential Child Care Officer

Grade: 6

Salary: SCP 20 – SCP 24

Conditions of Service: Support Staff Contract of Employment

Responsible to: Principal

Statement of Purpose

To be an active participant in the provision of the 24hr curriculum to the children in residential care.
To be immediately responsible for the physical well being and leisure time of a group of children under the supervision of the Senior Residential Child Care Officer.

Support to Pupils

- All aspects of the physical care of the children including personal care needs and safe practice, supervision amongst the children, & reporting any identified risk. The care of clothes, other than sewing or laundering. The orderliness of the children's living quarters and urgent cleaning, when required, outside normal cleaning hours (e.g. sick child in evening/night).
- To assess the children within a key worker role. Planning social life skills targets.
- To implement, record & evaluate targets ensuring identified needs are met.
- Respond to children & parental enquiries. To maintain effective and supportive contact with parents or guardians. Ensure that the appropriate staff are kept informed of any contact.
- Home visits are only in accompaniment of senior manager (safe working agency practice).
- To produce care plans for individual children within designated area and only under overall responsibility of senior staff for their overseeing, guidance & monitoring. Preparation and correlation of reports and documentation relating to the social and emotional development of children. Maintain appropriate social competency profiles, and reviews.
- To meet with school based referral agencies in matters relating to key working practices.
- To use & implement augmentative communication systems and programmes – to
- communicate effectively with all the children using appropriate forms of communication.
- To create & maintain a stimulating environment & high standards of display and presentation in children's living area/bedrooms and general school facilities.
- To contribute to the emotional welfare and happiness of the children while in their care, ensuring continuity of handling in co-operation with teachers and care staff.
- To be part of a multi-disciplinary team, playing an active role in implementing action plans and attending child care meetings, liaising with multi-agencies regarding their children's individual needs.

Support to the Organisation

- To be actively involved as part of school residential recruitment process alongside pupils, governors and senior staff.
- To work alongside extraneous staff (where applicable) acting as guidance resource and only if required.
- To be involved in planning of professional development in conjunction with line management to achieve the residential development plan.
- To purchase/order resources as required within allocated unit allowance.
- To substitute for absent colleagues when required within agreed limits.
- To ensure confidentiality on all personal child care matters.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Note

The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.

Person Specification

Minimum Criteria for Two Ticks *	Criteria	Measured by APP/I/ASS
	Experience <ul style="list-style-type: none"> • Experience of working with young people with special educational needs. • Of using a range of assessment methods. • Working in a school environment. • Working in a residential setting for young people with special educational needs. 	APP/I
	Qualifications / Training <ul style="list-style-type: none"> • NVQ 3 in appropriate discipline or recognised equivalent experience). 	APP/I
	Knowledge / Skills <ul style="list-style-type: none"> • Good communication skills. • Ability to work constructively as part of a team and on own initiative. • Good interpersonal skills with children and adults. Have flexible approach to work. • Organisational and planning skills. • Good ICT skills • Data analysis and recording and reporting information accurately. • Knowledge of Safeguarding best practice. • Understanding of a wide range of disabilities and how they impact learning. 	APP/I
	Behavioural Attributes • <p>Customer focused.</p> <ul style="list-style-type: none"> • Has a professional and respectful approach, which demonstrates support and shows mutual respect. • Can demonstrate active listening skills. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders. • Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Is enthusiastic and decisive. • Communicates effectively. 	APP / I

	<ul style="list-style-type: none"> • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	
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MEASURED BY KEY:

APP = Application form ASS = Assessment activities I = Formal interview In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

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Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.