



Alfriston School

Sports College

Penn Road, Knotty Green, Beaconsfield,
Buckinghamshire, HP9 2TS
Telephone: 01494 673740
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November 2024

Role: Residential Childcare Officer
Salary: Bucks Pay Range 1-2 ISN 6-15 £23,297 - £26,961 FTE, Pro Rata
Actual Salary £8,064 - £9,332 + Sleeping in Rate £34.50 Per Night
Contract Type: Permanent, Term Time Only
Hours: 18 Hours - Monday, Tuesday & Wednesday (3.00-9.00pm) + the
option of sleeping in if required.
Start Date: As soon as available

Alfriston offers pupils the opportunity to board at school for 3 nights each week during term time. All pupils go home on a Thursday after school and return as day girls on a Friday. We promote a supportive and consistent environment working on positive praise and encouragement, building the girls' confidence and self-esteem as well as their independence and social skills. We believe it is paramount that we provide a safe and secure environment for our boarders. Our excellent residential team are dedicated to meet the emotional, physical and medical needs of all the girls during their stay.

The Residential Childcare Officer is a key position, and we are looking for dynamic, inspiring individuals to join our team. We are seeking to appoint caring, child-centred, hardworking and resilient individuals with a motivation to be a positive role model and make a difference in the lives of vulnerable young people. You must have a range of both professional and personal qualities. You must be self-motivated, work well in a team, with an ability to work independently. Being open minded and having the ability to listen and be empathetic is crucial to this role. We are looking for someone who has the strength to cope with challenging situations and to help others learn and develop from these.

If you are passionate about working with children and young people we want to hear from you!

To Apply: Please visit our website www.alfristonschool.com to download and complete the application form, please send a supporting cover letter with your application. All applications are to be sent via email to recruit@alfristonschool.com for the attention of Mrs Ellie Davison.

If you would like to make an informal visit please also contact Mrs Ellie Davison, via recruit@alfristonschool.com who will be delighted to arrange this for you.

Closing Date for Applications: Monday 25th November 2024

Interview Date: Wednesday 27th November 2024



Alfriston is an outstanding Special School with Academy status for girls aged 11-19 with moderate learning difficulties and speech and language and communication difficulties. We currently have 150 girls on roll. All the pupils have an Education Health Care Plan and are taught in small groups and with additional support. Our staff are specialist subject teachers and are experienced in working with a range of special needs and abilities.

Pupils attend Alfriston from all over Buckinghamshire and some neighbouring counties. We also have weekly boarding provision for 20 pupils.

We consider the staff team as our most valuable resource. Training and development is a high priority in the school. There is also personal support given to staff to manage the diverse and challenging work needed to support pupils with significant special needs. At present there are 70 staff employed at the school working in the teaching, support, residential and administrative teams. We are proud of the excellent standard of education provided at Alfriston.

WHY WORK FOR ALFRISTON SCHOOL?

Alfriston School is based in Beaconsfield. The school benefits from outstanding modern facilities, all of our classrooms are fully equipped with interactive screens and access to class sets of laptops or iPads. All teachers are provided with a laptop that is renewed every three years. The school enjoys a recently modernised performing arts and music facilities that include the use of a dance studio, sound/recording studio and performance space, along with our exceptional sports facilities that caters for a range of indoor and outdoor activities including mountain biking, trampolining, cycling, football and many others. The school also enjoys use of its spacious swimming pool designed by a bespoke architect, as part of an upgrade of the sports facilities at Alfriston, the architects developed a concertina-like roof structure that echoes the shape of the pitched roofs on other buildings in the area causing minimal sound reverberation which is beneficial for the use of our students with their Special Educational Needs.

Staff often remark that Alfriston it is a great place to work. Staff retention is high which we think reflects the supportive and friendly environment in which we work. Our pupils are inspirational and full of potential. Staff feel they are people *“You just want to be with!”* Having been rated ‘outstanding’ by Ofsted in July 2013 it was noted “The excellent personal and academic opportunities offered ensure that the school makes a huge difference to the lives of students. As a result, all groups achieve outstandingly well from their individual starting points.”

The school culture of teamwork and aspiration is reflected in the report where it states “The headteacher has a very ambitious vision for the school. Senior leaders and managers place a significant focus on improving staff performance through regular high-quality training and checks on their work. The governing body makes an excellent contribution to the school’s effectiveness and work tirelessly to raise achievement through its regular visits to check teaching and learning.”

Alfriston offers a wide and diverse range of professional development opportunities for staff, including the opportunity to train with Astra School Centred Initial Teacher Training (SCITT), a local Ofsted-outstanding school-centred teacher training provider.

Alfriston School also offers staff:

- A friendly working environment
- Supportive and caring colleagues
- Excellent opportunities for professional development
- Onsite parking
- Transport links (Chiltern Line and close to the M40)
- Discount on hire of selected school facilities
- Close to local amenities





Residential Childcare Officer

Job Description

Role Purpose

The Residential Childcare Officer is a key position within the organisation, occupying a role critical to the overall welfare of young people in the residential setting. The purpose of the role is to provide care and support to young people in safe, stimulating and secure environment whilst ensuring that the work is in keeping with legislative, procedural and good practice requirements and guidance. To actively promote the rights of the children and young people as individuals and provide them with quality care in accordance with the policies and procedures of the organisation. The ability to maintain confidentiality of client information is critical to this role. The ability to work within Equal Opportunities and Quality Assurance Frameworks are required and may include undertaking delegated responsibilities for designated tasks.

Main Responsibilities

- To uphold the standards and expectations that exist within the aims of Alfriston School and to respond positively to the physical and emotional needs of the pupils.
- To work collaboratively with all the staff in Alfriston and to be actively involved in meetings and staff training where appropriate.
- To maintain a safe, secure and stimulating environment for the residential pupils
- To provide a planned programme of evening activities
- To contribute to the writing and monitoring of individual care plans and boarding administration records
- To record information about pupils as required and to liaise with parents when appropriate.
- To assist in transporting and supervising pupils on off-site activities.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.
- Develop and promote positive working relationships with staff, pupils and parents and promote the school positively at all times.
- Reinforce the standards and expectations that exist within the Aims of Alfriston School.
- To take part in the supervision and appraisal processes which exist for residential staff.
- Be willing to work towards a minimum NVQ Level 3 Qualification in Caring for Children and Young People.
- To undertake other duties and responsibilities from time to time which may be reasonably required by the Headteacher or Head of Care / Deputy Head of Care.

This job description will be reviewed annually as part of the Staff Development programme and may be amended at any time after consultation with the Headteacher.

Person Specification

Criteria	Desirable	Essential
Experience		
Working in a mainstream or special school	Y	
Working with children with special needs	Y	
Qualifications and Training		
Minimum NVQ Level 3 Qualification in Caring for Children and Young People or have a willingness to work towards these qualifications.		Y
First aid certificate	Y	
Knowledge and Skills		
Have an excellent understanding of the National Minimal Care Standards	Y	
Capabilities in relation to reviewing the safety and welfare of children and young people		Y
Give support and commitment to the work of the team, making effective efforts to develop skills and competences of yourself and others		Y
Recognise own areas of responsibility and accountability.		Y
Have a consistency of approach in work practice		Y
Able to lead teams and individuals	Y	
Able to use ICT to support teaching and learning	Y	
Understanding of promoting positive relationships within the wider school community		Y
Understanding equality and diversity issues and implications for policy and practice		Y
Ability to drive the school minibus	Y	
Personal Qualities		
Positive and friendly personality		Y
Good organisational skills		Y
Able to use initiative and work independently		Y
Ability to relate to young people in a positive manner		Y
Inclusive and respectful		Y
Willingness to constructively challenge the work of self and others to continually improve own and team performance		Y
To show loyalty and commitment to the school		Y

This school is committed to safeguarding and promoting the welfare of children which will be reflected throughout recruitment. The selected candidate will be required to provide suitable references and undergo an enhanced Disclosure and Barring Service (DBS) check before taking up the post.