

**Part A - Grade & Structure Information**

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| **Job Family Code** | **5CLES** | **Role Title** | **FT Residential Childcare Officer/Key Worker** |
| **Grade** | **P5** | **Reports to (role title)** | **Residential Manager** |
| **JE Band** | **161-191** | **School** | **Linden Bridge School** |
| **Date Role Profile created** | **October 2022** |
| **Part B - Job Family Description**  The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. THPT reserves the right to review and amend the job families on a regular basis. | | | |
| **Role Purpose**  including key outputs | | * The Residential Child Care Officer will be responsible for those pupils boarding in the Residential department at the school. * Key responsibilities will include drafting and carrying out Risk Assessments, facilitating EHCP target work where applicable and the personal care of each pupil. * They will be required to plan and oversee activities for the pupils, which could involve travel off-site, with the assistance of the Part-Time Child Care Officers. * The Residential Child Care Officer will be required to work as part of the Residential Department staff team.  The Residential Manager will directly supervise them.  They are responsible to the Vice Principal and Principal. * To ensure that the welfare of the children and young people boarding at the school is paramount in all of the department’s work. * To integrate the principals of the Children’s Act 1989 into everyday practice. | |
| **THPT Work Context and Generic Responsibilities** | | Maintain confidentiality in and outside of the workplace  Be pro-active in matters relating to health and safety and report accidents as required  Support aims and ethos of the school setting a good example in terms of dress, behaviour, punctuality and behaviour and attendance  Uphold and support the School’s Policies and procedures on the Safeguarding of young people | |
| **Line management responsibility**  if applicable | | n/a | |
| **Budget responsibility**  if applicable | | n/a | |
| **Representative Accountabilities** Typical accountabilities in roles at this level in this job family | | **Support delivery**  • May provide specialised support /interventions for individuals or groups. This may include leading on a specific allocated intervention.  • Monitoring and maintaining a programme of activities / interventions e.g. wider curriculum support, lunchtime resourcing & coordination.  • Use of specialised tools/equipment  • May carry out personal care routines as appropriate.  • May respond to pupils' pre-agreed routine caring tasks (including routine medical needs).  • Provide support with whole class supervision, on a regular basis, for teachers' planned lessons (some roles).  **Planning & Organising**  • Plan and organise own work and work of other members of the team (where appropriate) to meet given priorities.  • Contribute to broader activities by providing specialist support and effective resourcing, coordination and monitoring of those activities.  • Assess the range and volume of work to be undertaken for the days ahead and plan to ensure it is completed to time and to an appropriate standard.  **Policy and Compliance**  • Adhere to established processes, standards of service delivery and use of equipment to support any associated regulatory or technical compliance requirements.    **Work with Others**  • Receive and respond to everyday enquiries from customers to provide a timely, courteous and efficient service.  • Develop strong relationships with partners and stakeholders to deliver a timely and efficient service.  • Report any concerns, problems or incidents, e.g. safeguarding, behaviour in accordance with relevant reporting procedures.  • May supervise the work of more junior staff, escalating performance issues appropriately.  **Resources**  • Deliver a range of practical services in support of existing systems or processes to agreed standards, to maximise service quality and continuity.  **Analysis, Reporting & Documentation**  • Assist in the delivery of relevant assessments/ evaluations.  • Ensure information and records are processed and stored to agreed procedures.  • Ability to store data and carry out basic analysis.  **Duties for all**  Values: To uphold the values and behaviours of the organisation.  Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.  Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.  **The Core National Standards for Supporting Teaching & Learning:**  To understand and carry out role in line with agreed standards, expectations & qualifications.  Contribute to and influence children’s learning and personal development.  To have regard to and comply with safeguarding policy and procedures. | |
| **Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics** | | • Able to demonstrate basic numeracy and literacy, e.g., through GCSE qualification in English and Maths or equivalent, or able to evidence ability at an equivalent level.  • Working knowledge of relevant skill set, systems, equipment, processes, and procedures.  • Competent in a range of IT tools.  • May be required to undertake manual handling and physically demanding work.  • Ability to apply relevant health and safety, equality and diversity, and other School policies and procedures.  • Ability to work with others to provide excellent customer service  • Ability to communicate clearly.  • Accuracy and ability to prioritise and organise own workload. | |  |
| **Details of the specific qualifications and/or experience if required for the role in line**  **with the above description** | | The successful candidate will hold or be prepared to complete training in level 3 Health and Social Care on successful recruitment and complete other mandatory training.  **Values and Behaviours**  We are a values-based organisation and seek to recruit individuals who can demonstrate our values.  Our values will be assessed through the selection process, so we ask all applicants when providing their supporting statement to also incorporate not only how they meet the essential criteria for the role but to also demonstrate our values.  **Our values are:**  **Integrity** - displaying honesty and having strong moral principles  **Partnership** - working together and taking collective ownership to achieve the same goals  **Advocacy** - working hard on behalf of others to maximise their success  **Resilience** - finding success again after something difficult or negative has happened  **Compassion** - displaying empathy towards and a desire to help others  **Aspiration** - aiming high to achieve success  **SAFEGUARDING AND FURTHER INFORMATION**  The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).  The Howard Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment  Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. | |
| **Role Summary** | | Roles at this level carry out a range of duties, taking into account the current ‘National Minimum Standards for Residential Special Schools’. They will be expected to be able to plan and organise their own workload and /or activity on a day-to-day basis within clear procedures. They will need to understand the objectives of activities /interventions sufficiently to allow them to support the work of themselves and others effectively. Experience is desirable. | |

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