**Job Description  
Residential Childcare Worker**

**MARY HARE SECONDARY SCHOOL**

**Salary Level:** NJC Scale Point 15 – NJC Scale Point 19

**Hours:** Shift pattern which equates to an average of 41 hours across a two-week shift  
pattern, for 37 weeks of the year (term time)

**Responsible to:** Team Leader

# General:

Mary Hare educates 240 profoundly deaf children at its residential school in Berkshire and we pride ourselves on our pupils’ achievements at GCSE, A Level as well as B Tech and Vocational Courses. We offer the opportunity to teach highly motivated children, in small classes, where you can make a real difference at this national centre of excellence for deaf education. No knowledge of sign language is required, as we follow an auditory/oral philosophy.

The school offers a holistic approach to care and this involves carrying school work into out-of-school life. This involves communication with all professionals that work within both the senior and primary schools. These can be teachers, classroom assistants, audiologists, nurses, speech therapists and specialists from cochlear implant teams, social workers etc. but most importantly care staff will have a good communication link with parents, especially those of their key children.

# The Role:

We employ professional care staff to care for children and young people outside the school day. As a residential school, we believe that Mary Hare should be a caring community meeting the various needs of the young people in our care. All staff have a shared responsibility for the safeguarding, wellbeing and education of the pupils.

Care staff must seek to develop a good relationship with all pupils in their care, however challenging. They should work together to create an environment which is safe, secure, stimulating and which supports their learning. Staff should also aim to prepare young people for the next stage in their lives, whether that is a change of residential house or leaving school.

Care staff work a shift pattern which varies depending on the house they work in. They must be prepared to undertake shift, sleep in duties and weekend work. Care Staff do not work during school holidays but are required to work on the days that pupils return to the houses. Extra payment is made for sleeping-in duties and overtime. Staff are entitled to meals whilst at work. The contract allows for Care Staff to be required to work for an additional 7 days per year outside their normal rota. The Care Leadership Team will always attempt to negotiate suitable days, but staff are asked to show as much flexibility as possible if for example there is a particularly useful course, mandatory or whole school training (INSET days).

Staff are appointed to Mary Hare School and might be required to work in a different house, either for as fixed period or permanently. Whilst we would aim to consult staff, we have the right to make changes in the best interest of the pupils.

Care is subject to an annual Ofsted inspection. Care Staff are expected to do all they reasonably can to support their team in the inspection process, whether by ensuring best practice throughout the year or by contributing during the inspection itself, by meeting inspectors. For this to happen, staff will need to familiarise themselves with the National Minimum Standards for Residential Special Schools and with all the policies which emanate from them.

# Main Duties and Responsibilities:

* To oversee the physical and emotional care of the pupils, including but not limited to, consideration of pupil’s health, diet, clothing, hygiene, safety and emotional welfare, working with other staff where necessary
* To undertake domestic duties where necessary to ensure the smooth running of the residential houses
* As boarders are away from home, Care Staff should engage young people in conversations, either one- to-one or in groups, to chat about everything from their progress, interests, or what is happening in the news, but also to help them with any problems they are facing
* To encourage and stimulate the physical, mental and emotional, growth of the young people, particularly by:
  + regular supervision of children outside of school hours,
  + supporting pupils during prep time and liaising with teaching staff as required, assisting them with their studies where reasonably possible,
  + assisting in the organisation of outings and accompanying as required, including driving duties where possible,
  + participating in leisure activities as requested by the Clubs and Activities Co-ordinator and organising and supervising games and other activities,
  + providing an appropriate role model, always engaging with the young people as a professional and,
  + Overseeing and supervising mealtimes, encouraging healthy eating and social engagement amongst pupils and staff
* To work closely with families by having regular communication with parents and carers, and by encouraging pupils to do the same
* To attend relevant meetings, courses and conferences when requested, during work time and on some occasions by arrangement, outside of normal working hours
* To ensure that all relevant documentation to do with a young person’s progress is accurately

recorded. Time between 9-10.30am during shift time is allocated for this

* To communicate effectively with other care staff (including those on other sites), teaching staff, nurses, speech and language and audiology staff and, when deemed appropriate by Team Leaders or the Care Leadership Team, other relevant agencies
* To understand and work in accordance with care policies
* To attend regular supervision sessions each half-term and an annual performance development meeting with your line Manager
* To promote equality and address any form of discrimination and actively promote harmonious relations in all areas of school life. To also seek to remove any barriers to access, participation and progression, attainment and achievement
* To begin work on the Children’s Workforce Development Council induction within 2 weeks of taking

up post and complete within 6 months

* To begin the Level 3 Diploma for the Children and Young People’s Workforce within 3 months of

confirmation of employment and complete within two years of commencement of employment

* To undertake training to enable the administration of medication to pupils

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| **Person Specification** |
| **Education Attainment** |
| * English and Math’s GCSE or equivalent Level 2 qualification |
| **Professional Qualifications** |
| * Level 3 Diploma in Residential Childcare or commitment to work towards   *This is a mandatory requirement and must be completed within two years of commencing employment.* |

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| **Knowledge and Experience *-*** *Desirable* |
| * Previous experience of child care within a residential setting and any other childcare qualifications * Experience of working within a school or further/higher education environment * Passion for working within the residential and care industry * Awareness of Safeguarding requirements and good practice within an education setting |
| **Skills and Personal Qualities** |
| * Excellent communication skills to enable effective dialogue with the young people, colleagues, staff and where applicable visitors * Organised and self-motivated, with a proven record for meeting targets and deadlines * Able to perform well and remain professional whilst under pressure * Dedicated team-player, who strives for excellence and leads by example * Tactful and discreet, whilst mindful of observing Safeguarding and professional standards * Displays a smart and professional appearance, representing the School in a positive manner * Reliable and stable * Well-developed problem-solving skills * Enthusiastic, with an eagerness to learn new skills and a commitment to personal continuous development * High level of accuracy and attention to detail * Self-motivated and able to work alone without direction * Adaptable and flexible with working patterns when required * Committed to contributing toward the School community * Good numeric and computer skills (Microsoft Outlook essential) * Practical and constructional * Reasonable physical fitness |
| **Essential Values, Behaviours and Attitudes** |
| All employees are expected to actively promote and demonstrate the six core values of the School:   * Learners First * Community is Key * Integrity & Respect * Empower & Energise Others * Being Accountable * Excellence |

Mary Hare reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of

the business.

In exceptional circumstances, the post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

Mary Hare is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All employees should take reasonable care for their own Health & Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by Mary Hare, including personal protective equipment in accordance with training and instruction.