

**Residential Childcare Officer**

## Job Description & Person Specification

<b>Job Title:</b>	<b>Residential Childcare Officer</b>
<b>Grade:</b>	<b>LGPS Scale 5, Point 9</b> <b>Shift pattern: Mon -Thu 2pm – 10.15pm, Fr: 9am – 2pm</b> <b>36 hours</b>
<b>Based at:</b>	<b>Hawthorns House</b>
<b>Reports to:</b>	<b>Head of Residential/Senior Residential Childcare Officer</b>
<b>Responsible for:</b>	n/a
<b>Liaison with:</b>	<b>House and School staff, pupils, parents/carers, outside agencies</b>
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>To work as a member of the Residential team, in accordance with the House and school’s policies, under the direction of senior staff</li> </ul>
<b>Principal Accountabilities:</b>	<ul style="list-style-type: none"> <li>To undertake childcare duties, under the direction of senior staff, ensuring prioritisation of key tasks</li> <li>To prioritise the safeguarding, wellbeing and social/emotional development of children always</li> <li>To support the Head of Residential Care in providing a professional, efficient and effective residential support service to the school</li> </ul>



## Job Description: Residential Childcare Officer

### Duties:

- To work under direction with individual children on planned programmes of social, emotional and behavioural development
- To be involved as directed in all aspects of the residential's recreational and social programme
- To participate in the general supervision of children, ensure that they adhere to acceptable standards of behaviour, personal hygiene, tidiness and dress
- To participate in the implementation of an agreed pattern of sensitive, effective care and supervision, to provide the children with a secure, safe and stimulating environment conducive to physical, emotional, educational and social development, so children enjoy a calm and relaxed group living experience
- Exercising fair, safe and effective supervision of children, from the end of school, through the afternoon and evenings' planned activities, to include mealtimes and bedtime routines
- To respond appropriately to the material, physical and emotional needs of children
- To support children with activities and appointments, for example community groups, shopping trips, college/training opportunities etc. as required
- To assist in supporting children with aspects of their formal learning where required
- To administer any prescribed medication in accordance with directions of a GP/nurse or other authorised member of school staff
- To attend, as required, meetings about individual children and/or matters affecting the general running of the residential House and school
- To observe, advise and report on children, as required
- To keep individual child records, as required
- To undertake driving duties, as required
- To utilise a variety of communication methods, reflecting individual communication styles of children
- To be responsible for children in a 'key worker' capacity ensuring all relevant information is updated and correct
- To respond to any emergency that arises, e.g. casualty visits, absconders
- To participate in staff Training days (INSET days), undertake a Level 3 qualification within three months of commencing the role, attend and participate in regular team meetings, external courses as may be required by the needs of the post and as identified by the Head of Residential Care (safeguarding, SCERTS, safety intervention)
- To participate in regular planned supervision with the Head of Residential Care
- To undertake such other duties as may be reasonably required, having regard to the purpose and grade of the post

### General Duties

- Establish constructive **relationships** and be supportive of, and sensitive to, the needs of colleagues, children and the wider school community
- Encourage **interaction and teamwork** within the House, school and the Trust; attend relevant House/school meetings, as required, share ideas and new initiatives
- Respect **confidentiality** and always maintain **professionalism**

- Actively engage in relevant training opportunities, taking responsibility for own **professional development**
- Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager/Head of Residential Care
- Contribute to the overall **ethos, work and aims** of the House, school and Trust
- Comply with all **House, School and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The SEAX Trust and all its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

*This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.*

## Person Specification: Childcare Officer

Qualifications & Experience			
Detail		Example	Desirable
Specific qualifications & experience	Experience in working with/caring for people with special needs		✓
	Experience in working with/caring for children and young people	✓	
	Experience of working in a residential setting		✓ ✓
	Ability to administer medication		
	Relevant qualifications, e.g. NVQ in Childcare Level 3 or similar <b>or a willingness to undertake training within three months of commencing in post</b>	✓	
	Full driving licence		✓ ✓
	Ability to drive a minibus <b>or a willingness to undertake training when in post</b>		
Knowledge of relevant Procedures	Relevant legislation, e.g. Children Act and Child Abuse legislation	✓	
	Basic knowledge of First Aid	✓	
Literacy	Clear and concise written and oral skills	✓	
Numeracy	Ability to count and undertake basic calculations	✓	
Technology	Working understanding of IT and how it can support you in the role	✓	
Communication			
Written	Ability to complete basic forms	✓	
Verbal	Ability to exchange verbal information clearly with children and adults	✓	
	Ability to listen effectively	✓	
Languages	Appropriate language/communication skills	✓	
Negotiating	Consult with children and their families and carers and other adults	✓	
Working with Children & Others			
Behaviour Management	Understand and implement the House's behaviour management policy	✓	

SEND	Understand and support the differences in children and adults and respond appropriately	✓	
Curriculum	Understanding of the House and school curriculum	✓	
Child Development	Understanding of the way in which children develop and suggest ways of improvement	✓	
Health & Well-being	Understand the importance of physical and emotional wellbeing and the safety of children	✓	
Working with partners	Understand the role of others working in the House	✓	
Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers, school staff and other adults	✓	
Teamwork	Ability to work effectively with other adults in the House	✓	
Information	Ability to provide timely and accurate information	✓	
<b>Responsibilities</b>			
Organisational skills	Good organisational skills, ability to remain calm under pressure	✓	
Line Management	N/A		
Time Management	Ability to manage own time effectively	✓	
Creativity	Ability to follow instructions	✓	
<b>General</b>			
Equalities	Demonstrate a commitment to equality	✓	
Health & Safety	Basic understanding of Health & Safety	✓	
Child Protection & Safeguarding	Good understanding and effective implementation of child protection procedures	✓	
Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality Understanding of, and compliance with, the Trust's Data Protection Policy	✓ ✓	
CPD	Demonstrate a clear commitment to develop and learn in the role	✓	

