Job Title/Post: Senior Child Care Officer

Salary: Dependent on Qualifications and Experience

Responsible to: The Head of Care

Responsible for: Residential Care Staff

Job Purpose:

To support the Head of Care and Deputy Heads of Care in providing leadership and management for the delivery of a specialist residential service for children, with special needs, at Limpsfield Grange School.

To liaise and work collaboratively with education, parents/carers, partner agencies and other residential schools to ensure the service is responsive to need, professional in approach and in line with the National Care Standards and Government initiatives.

To have day to day responsibility for assisting with the running care team and residential provision – attending briefings, communicating information, taking action on key issues and meeting with staff as and when appropriate.

To promote and safeguard the welfare of children

Principle Accountabilities:

1. To be responsible for the day-to-day management of care practice in identified areas:
   - Residential care for children with special and specific needs
   - Maintain appropriate links throughout the school
   - Promote the wellbeing of all students within the school with a child centred philosophy
   - To support the Head of Care and Deputy Heads of Care in developing and maintaining a professional staff team to meet the needs of the children
   - To be responsible for supervision for designated care staff
   - To undertake the role of shift leader (at least one evening per week) ensuring that these ‘evenings’ are well planned, meet the needs of boarders with all respective paperwork completed by the end of each evening shift

2. To support the Head of Care and Deputy Heads of Care in delivering services which improve outcomes for children:
   - Working with the education team to raise standards and improve student outcomes
• Seeking and acting on the views of the young people
• To follow the procedures for various duties in accordance with the National Minimum Care Standards and as developed by the Child Care team
• To ensure opportunities for active participation in leisure activities are available, introducing new activities as appropriate both within school and the local community
• Participate in the support of the students education by supporting homework and literacy and numeracy activities
• Ensure that activities in the residential provision meet the statemented needs of the students
• Ensuring that student in receipt of the Pupil Premium make good progress in developing their resilience and self-awareness, and their independence and communication skills.

3. Promoting and developing a nurturing and supportive atmosphere in the residential provision by:
• Ensuring that all staff and students are aware of the rules; responsibilities and routines
• Being aware of behaviour management systems and that all paperwork relating to those systems is completed as and when required
• Fulfilling the keyworker role as agreed
• Ensuring that the residential setting is well maintained and that efforts are made to make it as comfortable as possible
• Delivering activities that develop students’ independence skills through the Rainbow Curriculum
• Maintaining high standards with reference to cleanliness, comfort and homeliness, medical care and clothing
• Monitor health and safety issues in the residential provision
• Being responsible for assessing, monitoring, recording and reporting on student progress
• Ensure that risk assessment are in place for residential trips, off site activities and student behavior plans
• Appropriate monitoring and handling of medication
• Ensuring care plan diaries and placement plans are in place, up to date and are regularly monitored.

4. To participate as directed in the duty rota and undertake ‘sleeping-in’ duties as required

5. Report to the Lead Designated Child Protection Officer incidents of suspected abuse and of any signs of non-accidental injury

6. Professional responsibilities:
• Be prepared to participate in (and if appropriate deliver) INSET and staff development activities as directed
• Contribute to staff meetings, handovers, care management meetings and participate in working groups as directed
• Maintain good practice and implement changes in accordance with developments in terms of current educational thinking and developments within the school
• Be aware of policy and procedures in respect of Child Care legislation eg. National Minimum Care Standards; The Children’s Act
• Participate in the agreed school policy for appraisal and supervision
• In accordance with the staff Code of Conduct, respect staffroom confidentiality and the rights of individual students and staff – information is not discussed outside the school or relevant meeting of professionals
• Be aware of the school’s policy on equal opportunities and accessibility plan and be prepared to be committed to their effective implementation
• Be prepared to share good practice and contribute to whole school development
• To take responsibility for your own professional development

Additional Responsibilities:
• To assume responsibility for delivering on outcomes related to the School Improvement Plan
• Any other duties as directed as by the Headteacher

This job description sets out the duties of the post at the time it was prepared. These duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. It will be reviewed from time to time and in response to changing circumstances after consultation with the post holder.