

LINDEN LODGE SCHOOL

Job Description



STATUS

Job Title: Head of Care

Accountable to: Headteacher, Linden Lodge School

Grade: PO6 Points 42 - 45

Hours: 36 Hours per week (52 weeks per year)

CONTEXT

The Head of Care will be a member of the SLT.. They will be expected to make a significant contribution to the development and continuous improvement of the overall school.

The post holder will be responsible to the Headteacher for the efficient and effective delivery of Residential care at Linden Lodge. He/she will be expected to promote and further develop a high quality environment for the provision of the service to the pupils and optimise the skills and knowledge of the staff that the postholder leads.

The postholder will be expected to support staff in a proactive way through their positive leadership and management, accessing staff to appropriate professional /careers development.

PRINCIPLE ACCOUNTABILITIES

Leadership and Management

- Lead on the development and improvement of care for the school /department and integrate it into the School Development Plan, working in partnership with senior colleagues.
- Lead on the development of performance management and supervision within the department, integrating targets and measures for childcare with other departments.
- With senior childcare and educational colleagues, develop integrated learning and childcare systems as part of a 24 hour curriculum.
- Take leading role across the school in supporting opportunities for social inclusion.
- Develop and implement policy across the whole school involving all stakeholders.
- Organise and manage all transport arrangements for pupils in the school.
- Line Manage Senior staff within the Residential Unit such as the Unit Managers
- Ensuring adequate staffing levels that meet the needs of the unit
- Ensuring that budgets are managed effectively and the use of finances is properly monitored.
- Ensuring that there are appropriate and adequate reporting and recording system in place to comply with current policy and statutory/OFSTED regulations
- Monitoring closely the fabric of the building (including fixtures, amenities and grounds) and liaising with the School Business Manager to ensure remedial action is taken where necessary.
- Addressing issues in relation to conduct and competence of staff.

Professional Development and Training, including Safeguarding

- To understand and undertake continuing professional development that meets the needs of the individual and the service staff across the organisation
- To promote and safeguard the safety and welfare of CYP and young adults within the unit. This will include ensuring that all staff have extensive knowledge and understanding of safe learning environments, safeguarding issues and the full use of risk assessments and record keeping
- To extend personal professional development in the specialist field and in leadership and management training
- To keep up to date with national, regional and local developments in SEND and curriculum matters

Care Management Responsibilities

- Play a key role in developing and implementing policy across the residential including being responsible for staff awareness and training and co-ordinating all child protection issues and protocols.
- Embed the National Care Standards framework, ensuring that they are maintained at the highest level and are exceeded wherever possible.
- Clarifying expectations in relation to maintaining the unit in a clean and orderly condition.
- Lead, manage and be accountable for the delivery and standards of the care of the students within the department.
- Bid for and manage resources allocated to the department.
- Identify and share best working practice for childcare within teams and integrating it with other departments to ensure high quality teaching and care at Linden Lodge.
- Develop and implement strategies for providing support to parents/carers.
- Be responsible for all LAC (Looked After Children) liaison and links with referring agencies and internal provisions.
- Ensure key administration within the department has been completed such as running totals for medication and care plans
- Working closing with the nursing and health teams to ensure all the health needs of the students are met
- Responsible for ensuring that each young person has a care plan which reflects his / her care, education, social, emotional, cultural, and therapeutic and health needs and that this plan is regularly reviewed.
- Taking responsibility for progressing any complaints or child protection concerns

<p><i>Safeguarding</i></p>	<p>Be fully aware of and understand the duties and responsibilities arising from the Children’s Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation</p> <p>Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role</p> <p>Ensure that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection</p>
<p><i>Leadership</i></p>	<p>To work under overall supervision of the Headteacher</p>

<i>CPD</i>	Commitment to own continued professional development and to undertake mandatory training as required
<i>Service and Self Review</i>	Participate in the School's Self Review of performance Review methods of effective teaching and learning
<i>Behaviour / Risk Management</i>	Work with other colleagues to ensure safety of both workers and users at all times
<i>Supporting other colleagues</i>	Work with and support other colleagues to ensure the smooth and effective running of the Service/School
GENERAL DETAILS	
You will be required to undertake other ad-hoc duties when required that are commensurate with the role.	
REVIEW	
This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed at the end of the academic year or earlier if necessary and may be amended at any time after consultation with you.	