**Head of Care**

**Oak Lodge School Job Description 2024**

**Grade: Residential Officer Grade D spine 23 to Grade E spine 33**

**term time only (39 weeks), 40 hours per week with flexibility of day time, evening and sleep-in duties when required. *Occasional night shifts finish at 10pm.***

**Mission Statement:**

*Our vision is to be an outstanding school and residential provision in the eyes of all stakeholders. We will develop and share teaching expertise within our school.*

*We will enable each child to achieve his or her personal best both now and in the future. We will support our pupils to be resilient in an ever changing world through developing a cutting edge curriculum with Oak Lodge at its heart.*

**Main Activities and Responsibilities**

1. Develop and refine systems to monitor the quality of care provided and the holistic development of residents, ensuring alignment with National Minimum Standards.
2. Collaborate closely with the Head teacher and Governing Body to strategically implement recommendations stemming from annual Ofsted inspections and section 3 visits, ensuring strict adherence to compliance measures and driving continuous enhancements throughout the residential facility.
3. Ensure the National Minimum Standards are consistently embedded, evaluated, and reflected in the quality of care being provided at all times.
4. Assume leadership responsibilities and be fully accountable for maintaining outstanding standards of care, promoting positive social behaviour, enhancing emotional literacy, nurturing life skills, and promoting educational attainment among residents.
5. Cultivate a nurturing and conducive environment within the residential facility, ensuring it embodies the essence of a welcoming home for all residents.
6. Establish and oversee appropriate peer group dynamics and staffing levels to ensure optimal support and supervision for residents at all times.
7. Curate a diverse range of engaging activities tailored to meet the unique needs and interests of residents, fostering a vibrant and fulfilling residential experience.
8. Solicit and prioritize input from residents and their parents/carers in shaping the design and delivery of services, ensuring their preferences and aspirations are duly considered.
9. Facilitate and diligently follow up on feedback and complaints from residents, parents/carers, and other stakeholders, ensuring prompt resolution and continuous improvement of services.
10. Provide robust leadership and supervision to staff, cultivating excellence and growth. Champion staff development through regular supervision, appraisals, and tailored training plans. Manage deployment and performance evaluation across the team.
11. Play an integral role in HR processes such as staff recruitment, leveraging expertise to identify and on-board talented individuals who align with the ethos and values of the residential facility.
12. Generate detailed reports on service effectiveness for distribution to school, governors, and relevant agencies, providing essential insights for informed decision-making and oversight.
13. Develop robust Residential Development Plans in strict accordance with Minimum Standards, the School Improvement Plan (SIP),Social Care Common Inspection Framework (SCCIF)and the School's Self-Evaluation Form (SEF), ensuring alignment with overarching strategic objectives.
14. Facilitate positive and collaborative relationships with commissioning local authorities and community stakeholders, supporting seamless integration of children and young people into community life.
15. Actively enhance the visibility and reputation of the school and residential unit, proactively seeking referrals for prospective pupils and contributing to the school's promotional endeavours through the update of residential information materials.
16. Cultivate and maintain strong partnerships with parents, family members, social workers, school staff, and other professionals involved in the care and support of residents, nurturing a cohesive and supportive network.
17. Take the lead on legal, child protection, and looked after children (LAC) matters, collaborating closely with designated officers and participating in multi-agency meetings as required.
18. Uphold and advocate for the school’s equal opportunities policy, championing the enriching benefits of cultural, communicative, and ethnic diversity within the residential community.
19. Work collaboratively with the school's Business Manager to ensure prudent budget management and efficient resource allocation, maximizing the impact of available resources.
20. Conduct regular and thorough risk assessments encompassing both individual pupils and activities, prioritizing the safety and well-being of all residents and staff.
21. Continuously promote British Sign Language, knowledge on Deaf Culture and unique communication styles.
22. Undertake any other duties as directed by the Head teacher.
23. Maintain a comprehensive understanding of the duties and obligations outlined in the Children Act 2004, Working Together to Safeguard Children, and Keeping Children Safe in Education, ensuring strict adherence to statutory requirements.
24. Demonstrate a nuanced understanding of safeguarding principles as they pertain to young people, consistently applying best practices to safeguard the well-being of all residents.
25. Ensure timely communication of any safeguarding concerns to the Designated Safeguarding Lead (DSL), adhering rigorously to school and council policies on equal opportunities while fulfilling safeguarding responsibilities.

**Requirements:**

* Proficiency in British Sign Language preferred, or a strong willingness to learn.
* Strong leadership and management skills.
* Excellent communication and interpersonal abilities.
* At least two years supervisor experience within a children’s home with a thorough understanding of relevant legislation and best practice guidelines.
* Commitment to promoting the welfare and development of children and young people.
* Ability to work collaboratively with a range of stakeholders.

**That all staff are fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people.**

SIGNED BY POSTHOLDER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_