

LINDEN LODGE SCHOOL

Job Description



**Linden Lodge
School**

A Specialist Sensory & Physical College

STATUS

Job Title: Waking Night coordinator

Accountable to: Residential Childcare Manager/Headteacher

Grade: Scale 5, points 12 - 15

CONTEXT

The postholder will have oversight of the Waking Night provision at Linden Lodge school. They will ensure the needs of all students staying overnight are catered for, make sure staff are trained to the appropriate level and (together with the Residential Childcare Manager) ensure that an outstanding level of care is delivered to the pupils overnight within the residential unit.

The postholder will act as a point of contact for internal and external agencies and will be expected to manage any crisis or unforeseen situations professionally and appropriately; liaising with external bodies such as St George's hospital where appropriate.

The coordinator will have oversight of the pupils on both floors and will play a key role during the handover to different shifts.

Professional Duties

- Conduct regular checks of all students with the Residential Unit, having the knowledge to respect privacy & confidentiality at all times.
- Develop a positive working relationship with both students and staff members
- Ensure all the student's needs are catered for in a timely and professional manner.
- Assist staff members with areas personal care in relation to individual students needs e.g. toileting, changing pads, showering when required.
- Provide input when required to reviews and student's care plans ensuring these are fit for purpose and key action points are addressed by staff on the unit.
- Act as a leader and key contact during any evacuation procedure.
- Act as a point of contact for parents and carers during the night hours
- Work together with members of Health and therapy teams to ensure medications are administered on time and in the appropriate manner.

- Prepare for any play a central role in the handover between each shift ensuring that key information is relayed to the next shift and any relevant information communicated from the day is passed onto the appropriate support worker.
- To undertake nursing tasks under the direction of a qualified practitioner i.e. medication, temperature taking, basic wound care, blood sugar monitoring etc.
- To undertake Therapy tasks under the supervision of a qualified Therapist.
- To undertake further training to gain skills and knowledge in specific clinical areas
- To work with other team members to maintain adequate nutrition.
- To assist the qualified practitioner with home assessments and goal setting.
- Under the supervision of a qualified practitioner, participate in planned treatment activities taking account the needs of the student.
- To work effectively as a team member in providing and facilitating a high standard of nursing care within the school.

Supervision and Appraisal

- Review and reflect on your own practice through regular participation in professional supervision and appraisal.
- Supervise Waking Night Coordinators on both floors updating the Head of Care regularly as to progress, training needs, conduct or attendance issues etc

Training staff and students

- To assist with the induction, training and education of volunteers and staff members.
- Assist the qualified practitioners to identify and address the training needs of other assistants.
- Participate in the training of staff as appropriate.
- Act as mentor to new staff members.

Service Delivery

- To ensure all areas within Richley House are well maintained and comply with health and safety regulations
- Ensure the safe use of equipment, medication etc in line with best practice and school policy
- Ensure all materials and items are stored safely and correctly reporting any faults or issue to the clinical lead when required.
- Undertake all administration and clerical duties of the post as required.

- Input information onto key documents such as the training matrix ensuring that data is accurately entered, maintained to the appropriate standards and complies with relevant OFSTED criteria.

Professional Development

- To undertake relevant activities to meet the training objectives identified with the Head of Care.
- Undertake all mandatory and annual refresher training as required
- Keep up to date and accurate records of your training and clinical development activities and ensure this record is available for scrutiny if requested.
- As part of the team, incorporate up-to-date techniques and evidence based practice into your work.

Other Duties

Undertake other duties commensurate with the post and grade as directed by the Residential Childcare Manager or Headteacher.

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| <i>Safeguarding</i> | <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> |
| <i>Leadership</i> | To work under overall supervision of the Clinical Lead, Residential Childcare Manager and Headteacher |
| <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 School |

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| GENERAL DETAILS |
| REVIEW <p>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.</p> |