**Head of Care**

**Oak Lodge School Job Description 2023**

**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 required sleep-in duties.**

**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. As a member of the Senior Management Team of the School, with the Headteacher and other senior staff, to define and review the strategic aims of the school, with a particular focus on the residential unit, and promote the achievement of those aims in the framework of the School’s Development Plan.
2. Develop and review effective residential systems for monitoring the quality of care provided and the development and learning of pupils, in the context of the National Minimum Standards. Provide reports for school, governors and other agencies on the effectiveness of the provision.
3. Line manage senior staff within the residential unit such as the Unit Managers. Lead on the development of performance management and supervision within Phoenix House, integrating targets and measures for childcare with pastoral tutors.
4. Work with Headteacher and the governing body in implementing the recommendations arising from the annual OFSTED inspections and section 3 visits.
5. Promote a positive ethos in Phoenix House where individuals feel valued and reach their full potential
6. Ensuring that there are appropriate and adequate reporting and recording system in place to comply with current policy and statutory/OFSTED regulations.
7. Create Residential Development Plans in line with the Minimum Standards, School Improvement Plan (SIP) and feedback into the School’s Self Evaluation Form (SEF).
8. Participate in leadership team duties and meetings.
9. Ensure full coverage of the On Call system to ensure safety at all times, and participate in the system.
10. Ensure constructive and positive communication and negotiation with the commissioning local authorities regarding young people and all aspects of the management and development of the project.
11. Create and develop links with the local community so that children and young people can play a full and appropriate part in the life of the community, both during and after their period of residence.
12. Promote effective links between the school and the residential unit and encourage links with other similar providers.
13. Raise the profile of the school and residential unit, actively seeking referrals for new and existing pupils. This includes; contributing to the school publicity team and updating the residential information pack
14. Develop and maintain good working relationships with parents and other family members where appropriate, social workers, school staff and other professionals with a concern for the pupil’s needs.

**Care**

1. 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.
2. Lead, manage and be accountable for the delivery and standards of the care of the students within the department.
3. Promote the development of positive social behaviour, emotional literacy, life skills and positive educational achievement.
4. Promote young people’s engagement with education and ensure they are supported to achieve their educational potential.
5. Liaise with teaching staff, social service departments, health professionals and others about appropriate arrangements for the care of the pupils.
6. Support pupils mental and emotional health and ensure the team work in accordance with this approach.
7. Take a lead in legal/child protection/LAC issues liaising with the designated officers within the school and attending multi-agency meetings as needed
8. Ensure that the needs of pupils, are met within a multicultural/multi-faith environment and that British values are promoted in line with school policy
9. Maintain a safe and secure environment, complying with health and safety and other legal requirements.
10. To routinely ensure that the fabric of the building, its grounds and equipment in good condition, encouraging staff and pupils to care for their surroundings and make best use of the available resources, and reporting to the Site manager as appropriate / Headteacher.
11. Ensure that the transition of admission and discharge are properly managed
12. Take responsibility for ensuring that care plans are monitored and update in a timely fashion in liaison with OLS medical Lead.
13. Support the school’s equal opportunities policy, promoting the positive benefits of living in a culturally, communicatively and ethnically diverse society.

**Staff**

1. Promote staff development by ensuring that all staff receive regular supervision, are appraised annually and that there is a training plan for the provision, including induction and ongoing training.
2. Ensure all staff work to the highest standards of childcare and be flexible in adapting to meet pupil’s needs.
3. Provide leadership, guidance and management to the whole staff team.
4. Be responsible for the deployment of staff and produce staff rotas
5. Be involved in the recruitment of staff as necessary.
6. Maintain good communication systems, including handovers, log books, reports & staff meetings.
7. Actively monitor performance and attendance of all staff and take action as necessary to ensure high practice standards are maintained.

**Accountability**

1. Working with the Schools Business Manager ensure the annual budgets are well managed and ensure effective resource deployment.
2. Develop and review effective residential systems for monitoring the quality of care and implement recommendations from the independent visitors section 3 visits.
3. Provide reports on pupil’s achievement and regular reports for governors.
4. Carry out regular risk assessments on both individual pupils and activities
5. Oversee student targets, ensure they are SMART, & regularly monitor & evaluate them.
6. Ensure pupil files, programmes and care plans are maintained effectively
7. Ensure staff operate financial systems within the required guidelines such as petty cash or ordering supplies
8. Maintain professional knowledge and skills through appropriate training
9. Ensure the accountability of all staff in line with their job descriptions
10. Report to the Headteacher or other appropriate person in the event of awareness of poor practice.

**Other**

1. Be responsible for the school, safeguarding and well-being of pupils in the absence of the Head teacher during out of school hours
2. Be responsible for regular monitoring of the pupils’ visual environment
3. Undertake any other such duties as the Headteacher may reasonably direct from time to time

**Safeguarding**

1. Be fully aware of and understand the duties and responsibilities arising from the Children Act 2004, working together to safeguard children and keeping children safe in education.
2. Be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role.
3. Ensure the DSL is informed of any concerns in relation to safeguarding and child protection. It is implicit that: These duties are carried out in accordance with school and council policies on equal opportunities.

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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