

# LINDEN LODGE SCHOOL

## Job Description



### STATUS

**Job Title:** Senior Residential Childcare Worker  
**Accountable to:** Head of Residential Care  
**Grade:** Scale 5/6 Points 12 - 20

### CONTEXT

Under the direction of the Head of Residential Care/Deputy Head of Residential Care a Team Leader will operate within a waking day context, supporting children and young people who are visually impaired, multi disabled visually impaired, dual sensory impaired and /or children with more profound needs.

The Team Leader will ensure a high quality of care practise is maintained and developed within the residential setting and promote a multi-disciplinary way of working.

They will also play a critical role in the day-to-day management of the floor they manage and will be making key decisions around the care of the students on that floor.

### Team Leadership

- Be responsible for the organisation and management for a group of staff, both Residential Workers and Support Staff.
- Act as a Manager for this group of staff and undertake the day to day supervision of their work.
- Monitor levels of staff performance and attendance and follow the procedures for addressing performance and attendance issues.
- Make decisions regarding the appropriate care of the pupils, deployment of staff and update the Head of Residential Care as appropriate.
- Support the team of RWs and Support Staff and advise on good working practise, ensuring a safe living/working environment for pupils and staff.
- Assist Staff as required and in a manner which supports their role and the pupils.
- Ensure that parents/carers are informed of their child's progress and any issues relating to their care and well-being.

- Ensure high standards of professional practise and quality of care is delivered by residential staff in accordance with the aims and objectives of the school. Implement current legislation and ensure practice at least meets National Minimum Standards and observes the principles of the Children's Act.

### **Documentation and Reviews**

- Ensure that realistic SMART targets are set to individual care plans, in consultation with the pupil (where appropriate), parents/carers and other professionals within the school.
- Attend and contribute to Annual Reviews/EHCP meetings/LAC reviews and other professional meetings as necessary. Prepare comprehensive reports and achievement presentations for these reviews/meetings as requested.
- Keep relevant records up to date and maintain them as required and in line with school and OFSTED requirements
- Provide the Head of Residential Care with information related students on the floor as required

### **Health and safety**

- Be responsible for the health & safety and well-being of its pupils and staff on the floor.
- Monitor and ensure safe working practices among staff and address any training needs or concerns as required.
- Take responsibility for the evacuation of pupils during a fire alarm/emergency evacuation, following the school's evacuation procedures.
- Take responsibility for the safe storage of medication on the unit and administer pupil's medication following the school's policy and procedures.

### **Training and Development**

- Undertake relevant training to meet the needs of the pupils including (but not limited to) Manual Handling, Child Protection, Makaton, gastro tube feeding.
- Undertake medication training to Level 3 Advanced.
- Undertake and oversee essential training for new members of staff.
- Undertake regular supervision and annual appraisals for staff within the team.
- Provide coaching and mentoring as required to individuals or groups of staff within the residential team.
- Arrange continuing professional development (CPD) and training for residential staff, where necessary, including the coordination of arrangements for staff taking professional qualifications and that relevant INSET training and any other training deemed necessary is undertaken.

## Overall Departmental Duties

- Ensure implementation of policies formulated by the Senior Management Team and/or Governors.
- Promote and support the organisation of a wide range of appropriate activities for residential pupils, utilising both 'on site' and community-based facilities and resources and maximising staff talents and skill base.
- Participate in regular meetings with the Head/Deputy Head of Residential Care and with the Headteacher as required.
- Contribute to the development of policies as required. Ensure implementation of policies formulated by the Senior Management Team and/or Governors.
- Work alongside the Co-Headteachers and Head of Residential Care to implement any outcomes and recommendations from OFSTED.
- Undertake such other reasonable duties as may be required by the Co-Headteachers or Head of Residential Care.

<i>Safeguarding</i>	<p>Be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004, Working Together and Keeping children safe in education 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 Headteacher, Head and Deputy Head of Residential Care
<i>CPD</i>	Commitment to own personal development and to undertake mandatory training as required
<i>Teaching and Learning in support role</i>	To undertake a planned programme of teaching and support as agreed with the Head/Deputy Head of Residential Care
<i>Service and Self Review</i>	Participate in the Service's Self Review of performance Review methods of effective learning
<i>Behaviour / Risk Management</i>	Work with other colleagues to ensure safety of both workers and pupils at all times

<i>Supporting other colleagues</i>	Take instruction and support colleagues and Management in the Residential Unit
<b>REVIEW</b>  This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed in line with appraisal or earlier if necessary and may be amended at any time after consultation with you.	
<b>Other Key Information</b>  Sleep-in and on-call duties are a requirement of the postholder. These are undertaken on a rota basis together with other members of the residential management team.  This job description should be read in conjunction with the Person Specification	