**OAK LODGE SCHOOL**

**101, Nightingale Lane,**

**London SW12 8NA**

**Tel: 020 8673 3453**

**Job Description**

**Post Title:** Waking Night Staff

**Postholder:**

**Main purpose of job:** To work with the Head of Care and the care staff

team in providing for the needs of residential pupils.

**Responsible to:**  Management Team (Senior Residential

Worker/Head of Care)

**Grade: Scale 4 Spine Point 4-7**

**Hours:** 40 hours per week (TTO-39 Weeks pro-rata)

To work within a team of staff in providing positive care for a group of young people and to have responsibility for certain tasks with specific residents.

Key duties to include:

1. To provide the primary care for a group of d/Deaf and Speech Language Communication Need (SLCN) young people.
2. To participate as a team member in providing a consistent approach toward the care of the young people.
3. To have specific responsibility for implementing and monitoring night time care plans in conjunction with the keyworker and as agreed at handover.
4. To attend supervision sessions and contribute in an open and honest manner to these.
5. To attend staff meetings and training when required.
6. To accurately record and monitor details of individual residents.
7. To inform senior staff of any Health and Safety concerns arising within the building.
8. To take a lead role in helping to settle the resident group at night, and to wake them in the morning and provide a handover.
9. To take a lead role in preparing breakfast and supporting students to prepare for school
10. Remains awake to monitor and supervise students during the night shift hours.
11. Undertake basic admin tasks including creating the termly newsletter
12. Any other tasks as required by the manager such as checking supplies and doing laundry

Additional Information

1. To be 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 as this applies to the worker’s role within the organisation.
2. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role.

The duties and responsibilities listed above describe the current main duties of the post. There may be reasonable alterations to this role from time to time, which we would expect the post-holder to accept.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Postholder**

**Waking Night Staff Person Specification**

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| **1. Qualifications and Knowledge** |  |
| **ESSENTIAL** | **DESIRABLE** |
| GCSE pass at or above Grade C in English Language and Mathematics (or equivalent)Willingness to undertake NVQ Level 3 children/social careCommitment to achieve BSL Level One and Level Two within 12 months | NVQ level 3 children/social care or willingness to do the course within two years of taking on the post.BSL Level 2 or aboveBehaviour Management TrainingEpilepsy training |
|  | **2. Experience** |
| **ESSENTIAL** | **DESIRABLE** |
| Experience of writing and delivering clear and concise reportsKnowledge of child protection and safeguarding vulnerable young peoplePositive attitude to Deaf people, their culture and language | Experience of working with students/ young people with a range of communication needsExperience of supporting young people with additional needs including ASD and challenging behaviour Experience of working in a residential settingExperience of working in a Deaf environment |
|  | **3. Professional Development** |
| Evidence of continuing professional development Ability to identify own training needs Ability to reflect and improve own practice | Extended professional development through designated or award bearing courses  |
|  | **4. Skills, Qualities and Abilities** |
| **ESSENTIAL** | **DESIRABLE** |
| Empathy with children and young peopleHigh standards of personal conduct, credibility, honesty and integrity that inspires loyalty and trustAbility to build and maintain good working relationshipsAbility to remain positive and enthusiastic when working under pressureAbility to resolve conflictAbility to organise work, prioritise tasks, and manage time effectively Ability to use IT effectively in communication and presentation of workA commitment to equal opportunities and anti-discriminatory practicesExperience which illustrates self-motivation and use of initiativeRespond to change in a positive wayDevelop and deliver interactive sessions to support students educational, social and emotional developmentAbility to support student’s educational, social and emotional development thorough a waking day curriculumFlexible working, including evenings and sleep insEnhanced Disclosure and Barring Check | Full Driving Licence Willingness to undertake Wandsworth minibus course. |