

**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 care  Commitment 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 above  Behaviour Management Training  Epilepsy training | |
|  | **2. Experience** | | |
| **ESSENTIAL** | | **DESIRABLE** | |
| Experience of writing and delivering clear and concise reports  Knowledge of child protection and safeguarding vulnerable young people  Positive attitude to Deaf people, their culture and language | | Experience of working with students/ young people with a range of communication needs  Experience of supporting young people with additional needs including ASD and challenging behaviour  Experience of working in a residential setting  Experience 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 people  High standards of personal conduct, credibility, honesty and integrity that inspires loyalty and trust  Ability to build and maintain good working relationships  Ability to remain positive and enthusiastic when working under pressure  Ability to resolve conflict  Ability to organise work, prioritise tasks, and manage time effectively  Ability to use IT effectively in communication and presentation of work  A commitment to equal opportunities and anti-discriminatory practices  Experience which illustrates self-motivation and use of initiative  Respond to change in a positive way  Develop and deliver interactive sessions to support students educational, social and emotional development  Ability to support student’s educational, social and emotional development thorough a waking day curriculum  Flexible working, including evenings and sleep ins  Enhanced Disclosure and Barring Check | | Full Driving Licence  Willingness to undertake Wandsworth minibus course. | |