



**Linden Lodge
School**

A Specialist Sensory & Physical College

Job Description

STATUS

Job Title: Deputy Residential Childcare Manager
Accountable to: Residential Childcare Manager
Grade: PO3 Point 33 - 36

CONTEXT

Under the direction of the Residential Childcare, the Deputy Residential Childcare Manager will provide leadership and direction to a team of Residential staff 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 postholder will ensure a high quality of care practise is maintained and developed within the residential setting and promote a multi-disciplinary way of working.

The postholder will also deputise for the manager when required

Supporting the Residential Childcare Manager

- Undertake duties of the Day to day management of the Residential Care Department.
- Promote the physical, intellectual, emotional and social well-being of all residential pupils within the school.
- Be responsible for the monitoring of the pupils residential accommodation and the environment, taking into account any health & safety issues and reporting them as required and ensuring a high standard of accommodation.
- Liaise with Teachers, Therapists, Health professionals, Social Workers, Educational Psychologists, and any other professionals involved to help and maintain effective communication to ensure appropriate arrangements are made for the care and support of residential pupils.
- Liaise with parents / carers regarding the care their child receives.
- Ensure that appropriate arrangements are made for staff to contribute to Annual Reviews and assessments of individual pupils as required.

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- Monitor other multi-disciplinary meetings undertaken by them including meetings with other professionals within the school e.g. Teachers, Therapists, to discuss appropriate planning for individual pupils.
- Ensure that all reports by residential staff are comprehensive and of a high standard.
- Ensure that Residential staff compile Individual Care Plans/All About Me guidelines and set appropriate targets, in consultation with other, for their key students.
- Be responsible for medication during out of school hours. Undertake medication training to Level 3 Advanced.
- Monitor sickness absence within the residential department, including conducting return to work interviews and attending formal monitoring meetings as required.
- Undertake and manage risk assessments within the residential department.
- Undertake administrative tasks as appropriate.

Supervision of Staff

- Supervise the day to day work of the staff within the residential setting.
- Ensure adequate staff cover on a daily basis and liaise with relevant recruitment agencies where necessary. Produce staffing rotas and organise support staff cover, taking into account the overall needs of the department, observing current legislation on working practise and balancing working teams.
- Monitor and evaluate the work of new residential staff within the department. Ensure that appropriate induction arrangements are made for new staff.
- 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.
- Ensure regular supervision and annual appraisals are provided for residential staff and ensure that they in turn provide supervision and appraisal for Support Staff. Implement performance management system where necessary.
- Provide coaching and mentoring as required to individuals or groups of staff within the residential team.

Standards and Monitoring

- 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.
- Be responsible for the school, the health & safety and well-being of its pupils and staff in the absence of the Residential Childcare Manager.
- Contribute to the development of policies as required. Ensure implementation of policies formulated by the Senior Management Team and/or Governors.
- Work alongside the Residential Childcare Manager and other members of SLT to implement any outcomes and recommendations from OFSTED.
- Ensure that key documents such as CarePlans are monitored, evaluated and kept up to date.

General

- Undertake any additional duties which may be required by the Headteacher or Residential Childcare commensurate with the post and grade.
- Act as a school Fire Marshall and/or Warden as required.
- Set high standards of personal behaviour and professional conduct as an exemplar leader.

<i>Safeguarding</i>	<ul style="list-style-type: none"> • 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 • Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role • 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
<i>Leadership</i>	To work under the overall supervision of the Headteacher and Residential Childcare Manager
<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 Residential Childcare Manager
<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 from and support management and colleagues within the Residential Dept
<p>REVIEW</p> <p>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.</p>	
<p>This job description should be read in conjunction with the Person Specification.</p>	