

# LINDEN LODGE SCHOOL

## Job Description



### STATUS

**Job Title: Night Residential Childcare Manager**

**Accountable to: Residential Childcare Manager**

**Grade: PO3**

### CONTEXT

The post holder is responsible for ensuring that all procedures and policies are in place, maintained and followed at all times. You will be responsible for the operation of the residential provision during the night ensuring the safeguarding, health and care of our pupils and staff.

### Supporting the Residential Childcare Manager

- Undertake duties of the night management of the Residential Care Department.
- 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.
- Ensure that appropriate arrangements are made for staff to contribute to Annual Reviews and assessments of individual pupils as required.
- 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 night hours. Undertake medication training to Level 3 Advanced.
- Undertake administrative tasks as appropriate.

### Community and Working Relationships

- Working in partnership with families, therapists and education staff to ensure information is shared
- Taking immediate action where required liaising with the Residential Childcare Manager, parents and other professionals
- Work effectively with all parties and in a way that respects their views, autonomy and culture.
- To communicate effectively with all professionals concerned with the student's care.
- Ensure patient confidentiality is maintained at all times.

- To report effectively to the team and other professionals on student's progress and performance in relation to the patient goals.
- To ensure that up to date written and electronic records and activity data are maintained in accordance with Professional Standards.

### **Clinical Duties**

- Overall responsibility for the pupils and staff during the night
- Keeping accurate and up to date records of the pupils and staff
- Ensuring that all risk assessments are in place and that these are reviewed, implemented and monitored regularly
- Support evidence gathering of the impact of practice and participate actively in management meetings and decision making
- Modelling the highest professional standards and setting clear expectations

### **Supervision and Appraisal**

- Carry out appraisals and supervision of residential night time staff
- Assist with the informal supervision of other assistants if required.

### **Training staff and students**

- Develop the recruitment and retention of staff ensuring that safe staffing is in place at all times
- Assist the qualified practitioners to identify and address the training needs of other assistants.
- Participate in the training of other healthcare assistants and staff

### **Service Delivery**

- To ensure that clinical areas used for treatment are well maintained and comply with health and safety regulations
- Ensure the safe use of equipment, medication etc in line with clinical best practice and school policy
- Ensure all materials and items are stored safely and correctly reporting any faults or issue to the clinical lead when required.
- Undertake all administration and clerical duties of the post as required.
- Undertake other tasks as directed that are commensurate with the post and grade.

### **Professional Development**

<ul style="list-style-type: none"> <li>• Completion of the Diploma level 5 in health and social care or willing to work towards this within a set timeframe</li> <li>• Keep knowledge of safeguarding legislation up to date and cascade changes to the rest of the team</li> </ul>	
<b>Clinical Governance</b> <ul style="list-style-type: none"> <li>• Comply with all school and national guidelines around clinical governance that are set out for your specific role.</li> <li>• Participate in clinical governance and quality improvement projects as allocated by your manager.</li> </ul>	
<i>Safeguarding</i>	<p>Be fully aware of and understand the duties and responsibilities arising from the Children's Act 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</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 Clinical Lead and Head Teacher
<i>CPD</i>	Commitment to own continued professional development and to undertake mandatory training as required
<i>Service and Self Review</i>	Participate in the School's Self Review of performance Review methods of effective teaching and learning
<i>Behaviour / Risk Management</i>	Work with other colleagues to ensure safety of both workers and users at all times
<i>Supporting other colleagues</i>	Work with and support other colleagues to ensure the smooth and effective running of the School
<b>GENERAL DETAILS</b>	
<b>REVIEW</b>	

This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed at the end of the academic year or earlier if necessary and may be amended at any time after consultation with you.