

## Job Description

### STATUS

**Job Title:** Careworker - Residential  
**Accountable to:** Head/Deputy Head of Residential Care  
**Grade:** Scale 1C Point 8 - 9

### CONTEXT

- To be responsible for promoting, within the residential element of the school, the physical, intellectual, emotional and social wellbeing of pupils who are visually impaired, multi disabled visually impaired, have profound and multiple learning disabilities and those who are dual sensory impaired (deaf/blind)

### ROLE

- Deliver a 'waking day' curriculum where learning extends beyond the classroom
- Act as an appropriate role model for the pupils and other staff.
- Assist in organising and developing individual pupil's care needs, within a 'waking day' curriculum, ensuring a background of understanding and security, and good physical and emotional care.
- Assist in organising the pupil's leisure time, initiating and participating in a variety of activities, using the on-site facilities and within the local community. To assist in organising and accompanying pupils on recreational and sporting outings. To be prepared to partake in swimming / hydro sessions, helping pupils in the water when necessary and supporting them to get changed.
- Oversee the pupil's pastoral care, including their hygiene, clothing and general appearance, toileting and changing pupil's pads if required.
- Follow and promote guidelines laid down by the school in relation to Healthy Living.
- Undertake relevant training to meet the needs of the pupils e.g. Manual Handling, Safeguarding/Child Protection, childcare qualifications, gastro tube feeding, as well as other relevant training such as Makaton.

- Undertake medication training to Level 3 Advanced and administer pupil's medication following the policy and procedures.
- Enable pupils to reach their full education and social potential, to encourage the development of an acceptable level of self-discipline and responsibility. To promote and enable the pupils to acquire as much independence as possible.
- Have an understanding of the implications of the special educational needs of the pupils in their care and develop appropriate strategies to meet those pupil's needs e.g. learning appropriate methods of communication, learning strategies for the management of pupil's behaviour.
- Work effectively in a multi-disciplinary setting in conjunction with Parents/Carers, Teachers, Support staff, Therapists, Children's Services, the Health Service and other relevant professionals.
- Participate in Annual Reviews, some of which may be held during off duty hours. To deliver a comprehensive progress report and Powerpoint presentation for each review.
- Participate in admissions and Care Reviews. To contribute where appropriate to the assessment of a pupil's educational needs. To compile care plans and pupil guidelines, involving the monitoring of pupils' progress, write comprehensive reports and daily notes. To set and implement appropriate SMART targets in conjunction with the pupils (where applicable), Parents/Carers and other professionals within the school.
- Keep up to date with all statutory paperwork and additional paperwork directed by the Head/Deputy Head of Residential Care or Unit Manager.
- Manage 1:1 support staff where necessary and undertake their termly supervision and annual appraisal.
- Contribute to the development of the department and the school, in particular delivering and maintaining a high level of care, and promoting a positive and pleasant environment.
- Adhere to policies and procedures within the school.
- Take responsibility for the evacuation of pupils during a fire-alarm and follow the school evacuation procedure.
- Work co-operatively with Parents/Carers in meeting a pupil's needs, and to keep them informed of their child's progress.
- Undertake such other duties as may be required by the Principal, Head/Deputy Head of Residential Care or Unit Manager.

#### *Safeguarding*

- 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

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|                                                                                                                                                                                                                                                                          | <p>people as this applies to the worker's role within the organisation</p> <ul style="list-style-type: none"> <li>• Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role</li> <li>• 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</li> </ul> |
| <i>Leadership</i>                                                                                                                                                                                                                                                        | To work under overall supervision of the Principal, 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<br>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                                                                                                                                                                                                                                                                                                                                              |
| <p><b>REVIEW</b></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>                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                             |