

SENIOR CHILD CARE OFFICER

Line Management: **Assistant Principal (Care)**
 Vice Principal (Care)

DUTIES OF POST :-

Generally:

To be responsible for leading a team that creates an environment within which the needs of pupils with emotional, social and behavioural difficulties and complex needs can be met. Promoting their physical, social, emotional and intellectual well being and for preparing them for return to mainstream education or independent living, as appropriate.

Working Relations

Internal To work closely and professionally with all other members of staff, whatever their role, placing the best interest of the children overall. To discuss situations and problems with your in-line supervisor.

External To make every effort to establish and maintain co-operative, professional relationships with all external agencies involved with the children. To remember the confidential nature of much of what we learn of the children and their families. To nurture contacts with local people and organisations, so that the school can function beneficially within the local community.

Specifically:

- 1) To take responsibility for the day to day management of a House Unit.
A House unit with up to 16 pupils, 3 other care staff and teachers working E.D.A. hours, some of the pupils will be extended day pupils.
- 2) Take responsibility for the natural environment, creating an understanding and awareness of looking after the surrounding woodlands.

Responsibilities will include:-

- a) The supervision of both benchmark and induction level staff.
 - b) Management of the budget allocation for their House unit
 - c) Liaising with senior care colleagues to make contingencies for sleep-in cover, cover for absent staff, and other emergencies affecting the house they have responsibility for.
 - d) Liaising with senior care colleagues to make contingencies for sleep in cover, cover for absent staff and other emergencies affecting the House Unit.
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- 2a) To ensure the House unit provides a safe and stimulating environment for pupils by providing consistent care and control in accordance with school policy and offering appropriate role modelling at all times.
 - 2b) To work with children with complex needs and create a supportive, nurturing environment that will encourage independence.
 - 2c) To enable young people to develop a wider educational and cultural understanding of life by acting as a responsible adult and role model.
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- 3) In co-operation with the Principal and Line Management to maintain an ongoing communication with pupils' families by letter, telephone and home visits.

- 4) To act in the absence of the officer to whom he/she reports and to supervise the other junior care staff and groups of pupils as required.
- 5) To ensure staff maintain reports and records on the progress of each child.
- 6) To participate in care plans, write reports and attend case conferences and reviews of pupils.
- 7) To participate in staff induction, training and development initiatives to improve skills and knowledge that will result in higher standards of working practice. Also to establish and maintain good working relationships with all other staff.
- 8) To be responsible for organising and to participate in, recreational and sporting activities which offer stimulating opportunities for pupils' personal development.
- 9) To support teaching colleagues within the classroom.
- 10) To take an active part in monitoring pupils' health, liaise with the school medication co-ordinator and ensure the medication policy is adhered to.
- 11) To carry out sleeping-in duties.
- 12) To ensure that security arrangements and fire safety precautions are observed.
- 13) To be responsible for ordering domestic supplies, care of equipment and other matters concerned with the day to day running of the house unit.
- 14) To encourage community interest and involvement in supporting pupils and the establishment.
- 15) To promote the Council's Equal Opportunities Policy in a manner compatible with the duties of the post.
- 16) To be aware of the requirements of The Children Act, 1989 and to have a working knowledge of its implications as they apply to residential child care, "Every Child Matters framework.

It should be recognised that the above job description may be subject to reasonable change according to the demands of the care curriculum.