



JOB PROFILE

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| Department: | Care | |
| Job title: | Residential Care Worker | |
| Reports to: | Area Residential Leader | |
| Responsible for: | N/A | |
| Level/Grade: | Hours of work: 40.5 hours per week | Salary Scale: R3 (12 – 18) FTE19,240 – 21,450 (Po rata £17,617 – 19,641) |

Job Purpose:

To be responsible to the Senior Residential Care Worker for carrying out the duties of a Residential Care Worker by contributing to the provision of a safe, stimulating, therapeutic environment for pupils and students, promoting their physical, social, emotional and intellectual development and enabling them to achieve their full potential.

Job Description

Key Accountabilities:

1. To work as part of a care team to support and supervise pupils and students within a residential living group under the direction of the Area Residential Leader. To ensure continuity and stability for pupils and students this role may involve being assigned to an individual pupil or student during his/her time at the end of the school day.
2. Administration.
3. To work as part of a whole school team to support pupils and students.
4. Other.

Main Duties and Activities

1. To work as part of a care team to support and supervise pupils and students within a residential living group under the direction of the Area Residential Leader.

1. Our pupils and students have learning difficulties and very individual needs. They will undoubtedly benefit from experiential learning and therefore as care worker and key worker your role is vital in ensuring that our pupils and students to have a wide variety of opportunities and experiences as follows:
 - a) To enable our pupils and students to experience normal domestic tasks, encouraging and supporting them to become involved and take some responsibility for the care and upkeep of their house.
 - b) Devising suitable menus, again involving our pupils and students so they have choices, taking into account their individual dietary needs, likes and dislikes, whilst also ensuring they receive and, as far as possible, understand the need for a well-balanced diet.
 - c) As part of understanding budget management and also as a part of the pupils' and students' living/social skills development, the house staff will be expected to shop alongside our pupils and students - wherever possible - aiming to guide them in this area and offering them maximum direction and support whilst doing this, except in exceptional circumstances where this has been agreed by the Residential Care Coordinator.
 - d) All house staff will be expected to carry out domestic duties and prepare meals involving or directing our pupils and students.
 - e) You must ensure the ongoing 'promotion' of the physical care of our pupils and students. You must at all times ensure our pupils and students are offered assistance, support and direction in this area, thus promoting acceptable standards of personal hygiene, whilst also ensuring their general appearance is of an acceptable standard.
 - f) Although not responsible for laundering, you will be responsible for general upkeep of the clothing of our pupils and students who are weekly boarders, whilst again encouraging them to take some responsibility for doing this as well - where appropriate.

2. Your role is vital in ensuring that the needs of the children and young people in your house are catered for. In order to successfully do this it is essential that you make every effort to familiarise yourself with the pupils and students. You must give due consideration and gather relevant information such as the child's learning disability, health, personality, race, culture and past and present life experiences.
3. You will be expected to escort the pupils and students on visits if required; these may include hospital, dentist, doctor's appointments etc.
4. You are responsible for organising and enabling our pupils and students to participate in appropriate leisure activities within the school, but you must also strive to integrate them into leisure activities or groups within the wider community. You must ensure that our pupils and students are encouraged and enabled to pursue interests/hobbies, etc, especially for those where you are the key worker.
5. Other duties include:
 - To co-operate with co-workers in the day to day organisation a living group;
 - To supervise and encourage pupils and students in carrying out day to day activities;
 - To develop knowledge and understanding of the specific needs of the pupils and students;
 - To contribute to the development and implementation of individual action plans for pupils and students;
 - To organise and participate in creative, recreational and sporting activities for pupils and students;
 - To carry out the duties of a key worker for individual pupils and students;
 - To maintain contact with and liaise with parents, social workers and others in meeting the needs of pupils and students;
 - To maintain accurate records of the effects of learning and behavioural strategies;
 - To reinforce and support all aspects of behavioural learning;
 - To assist pupils and students in completing school work;
 - To be responsible for the basic care of pupils and students within the living group in matters of hygiene and personal appearance and where necessary and appropriate provide personal assistance to pupils and students;
 - To take an active part in the monitoring of pupils' and students' health and assist in providing health care for pupils and students;
 - To provide appropriate personal advice and reassurance to pupils and students;
 - To provide consistent care and control to pupils and students;
 - To liaise with teachers in all matters relating to the care and education of the pupils and students;
 - To maintain professional standards and be an appropriate model to pupils and students at all times;
 - To contribute to the development, implementation and monitoring of individual programmes to meet the social, emotional and special educational needs of pupils and students.

2. Administration

- To write reports and annual profiles on pupils and students;
- To take part in annual special needs review meetings;
- To participate in residential care team meetings and school staff meetings;
- Record keeping is a very essential part of your work. You are expected to maintain and ensure that individual records are kept which provide a clear, concise and factual account of the child or young person's life within the school and any other relevant information. These records must always reflect the child.

3. To work as part of a whole school team to support pupils and students

- By undertaking break-time duties and responsibilities;
- By eating with and supervising pupils and students in the dining room;
- By taking part in educational visits and school journeys;
- By contributing individual skills in practical, sporting and creative activities.

4. Other

- To carry out such other duties as could be expected of a Residential Care Worker in a Residential Special School;
- Drive school vehicles when required;
- To be aware of school policies and procedures;
- To attend relevant training courses and participate in staff development initiatives to improve knowledge and working practice;
- To take part in professional supervision sessions so as to develop and improve professional practice;
- To carry out sleeping in duties according to the published rota;
- To take responsibility for own professional development and increasing knowledge on the SEN of our pupils and students;
- To ensure own safeguarding, MAPA and First Aid qualifications are up to date;

- To organise and take part in educational visits and school camps including undertaking risk assessments;
- To be responsible for ensuring that Positive Handling Plans and Behaviour Management Plans are in place and are up to date;
- To attend and contribute to meetings, open days and other events as required;
- To ensure that good communication is maintained with parents and professionals involved with the pupils and students.

Person Specification

Criteria

Assessed by Application Form (A) Interview & Selection Processes (I)

Essential = E

Desirable = D

Qualifications and Training

- NVQ Health and Social Care Level 3 or equivalent (A)
- Other relevant training eg First Aid, Child Protection, Behaviour Management, Allegation Management, Safer Recruitment and Working Together to Safeguard Children (A)
- Clean Driving Licence (A)

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Knowledge and Experience

- Experience of working for or with children (A, I)
- Experience of working with children with behavioural, emotional and social difficulties and/or autistic spectrum conditions (A,I)
- Experience of working in a residential setting/ multi-professional team (A,I)
- Experience of key worker role (A,I)
- Experience of working with children and families from a variety of cultural backgrounds (I)
- Working as part of a care team (A, I)
- Understanding and knowledge of current issues in social care (I)
- A basic understanding/ familiarity with Every Child Matters and minimum standards for social care
- Behaviour management strategies

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Skills and Abilities

- Ability to motivate children in the creative and structured use of leisure time (I)
- Clear and concise written and oral communication skills adaptable to a range of audiences (A,I)
- Competence with ICT (A,I)
- An interest/skill in sport, outdoor pursuits or creative arts/hobbies (A,I)
- Ability to work collaboratively with others (I)
- Ability to plan, support and evaluate target setting (I)
- Ability to manage own time and task (I)
- A calm and caring manner towards children and colleagues (I)
- Practical and theoretical knowledge of behaviour management (A,I)
- Ability to maintain confidentiality (I)
- Demonstrable ability to relate well and communicate effectively with parents, other professionals and multi-disciplinary colleagues

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Personal Attributes

- Commitment to meeting the needs of children and their families (I)
- Ability to work sensitively with a variety of people (I)
- Ability to promote the positive image of the school (I)
- Be enthusiastic and have the energy for working in a residential SEN school (I)
- Excellent health and attendance record (A,I)
- Good sense of humour (I)
- Ability to reflect on own practice and learn from experiences (I)

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- A positive and flexible attitude to work and resolving difficulties (I)
- A commitment to equality and diversity (I)
- Patience and resilience (I)
- A range of interests outside of social care (I)
- Genuine commitment to the ethos and work at St Dominic's School.

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This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.

Date produced: September 2014