



NIGHT SUPERVISION OFFICER

Orchard Manor School (comprising Oaklands Park and Ratcliffe School) is situated in the beautiful coastal town of Dawlish in Devon and seeks to appoint a Night Supervision Officer to work as part of the Residential Care Team.

The school caters for 160 children aged 3 to 19 years within a new Early Years Foundation Stage, KS1, KS2, KS3, KS4 and Post-16 who have ASC, Learning Difficulties and associated needs. There are 35 residential places.

The successful candidate will be able to work as part of a team reporting to the Deputy Principal Head of Care.

Main duties will include monitoring electronic security and video surveillance systems, ensuring that security arrangements and fire safety precautions are observed, liaison with sleeping in personnel or duty senior, pupil administration and laundry as required. The successful candidate will be part of the Residential Care Team that provides support for our residential students.

If you are a team player but are also able to work under your own initiative to complete tasks please contact James Watson - Deputy Principal Head of Care 01626 895973 to find out more about this opportunity or send the completed Application Form for Support Staff to admin@oaklandspark.devon.sch.uk

Orchard Manor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A DBS disclosure and references are required for this post.

DUTIES OF POST – NIGHT SUPERVISION OFFICER

SALARY	Band C pro rata. £8.90/hr to £9.68/hr plus Night Duty Allowance at time and one third
HOURS	40 (Mon - Thurs 10:00pm to 08:00am)
WEEKS PER YEAR	39 - Term time only
CLOSING DATE	Midday 11/06/2018
INTERVIEW	Proposed interview date 13/06/2018

GENERAL

To be responsible as a member of the Care Team, for creating an environment within which the needs of pupils with emotional and behavioural difficulties can be met, promoting their physical, social, emotional and intellectual wellbeing and for preparing them for return to mainstream education or independent living.

LINE MANAGEMENT

Deputy Principal Head of Care, Assistant Principal Head of Care, Principal

WORKING RELATIONS

Internal

To work closely and amicably with all other members of staff, whatever their role, placing the best interest of the clients overall. To discuss situations and problems with your in-line supervisor. To accept help from other staff and to offer and give help when appropriate.

External

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

SPECIFICALLY

1. To contribute to the provision of 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.
2. To commit reports and records of the pupils' behaviour to the computer files.

3. To be aware of the requirements of The Children's Act 1989, and to have a working knowledge of its implications as they apply to residential child care.
4. To participate in staff induction, training and development activities 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.
5. To ensure that security arrangements and fire safety precautions are observed.
6. To promote the Council's equal opportunities policy in a manner compatible with the duties of the post.
7. To enable young people to develop a wider educational and cultural understanding of life by acting as a responsible parent and role model.
8. To monitor electronic security and video surveillance systems throughout duty and liaise with sleeping in personnel or duty senior as required.
9. Conduct two hour (irregular times) site security checks.
10. To complete laundry work as required.

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