

## Job Description

<b>Position Title</b>	<b>Waking Night Child Care Officer</b>		
<b>Location</b>	Oaklands Park School		
<b>Reporting to</b>	Deputy Principal Care		
<b>Position Number(s)</b>			
<b>Grade</b>	E		
<b>Directorate/Section/School</b>	People / Oaklands Park School		
<b>Effective date of JD</b>	Current	<b>JE Job Number</b>	

### Job Purpose including main duties and responsibilities:

- To work in the Oaklands Park School residential Children's Home service.
- To meet the care, social and educational needs of children who have Statements of Special Educational Need for severe and complex learning difficulties.
- To work as an integral member of the Care Team and the broader whole school team.
- To attend regular professional development opportunities, training sessions and courses when required or as appropriate
- To actively promote for health and well being of all children in the residences as well as in the wider school community.
- To administer and secure all drugs on school premises in line with Children's Home, Devon County Council and Oaklands Park School policies and procedures.
- To provide support in the provision of a caring, stimulating and secure environment for each student.
- To offer full support to the Care Team as a whole.
- To carry out duties/tasks that have been directed by Team Leaders and the Deputy Principal Care.
- To contribute reports to Annual Reviews
- To support colleagues working with support services and other agencies where appropriate
- To have an understanding of the Fire Safety Regulations and attend regular training associated with this part of the role.
- To ensure that all record keeping and filing systems are up to date, accurate and maintained to a high standard for each student in accordance with legislation and school policy.

- To enable students to establish and maintain positive relationships with staff, peer groups and families.
- To undertake positive intervention training and use de-escalation and positive handling strategies where required.
- To be an approachable member of the whole school team, dealing with students, staff and family members.

#### **1. Supervision and Management:**

- To relate any concerns or future development to line managers and / or senior members of staff.
- To undertake further training as directed by the evolving nature of the services offered at Oaklands Park.
- To attend offsite and onsite meetings as required.

#### **2. Creativity and Innovation:**

- Every day problem solving such as resources and equipment changes as required.
- Solution focussed flexibility is essential.
- Proactive and reactive thinking to respond in a positive and effective manner.
- High quality communication and interaction skills to manage effectively students who have complex needs
- Have an understanding of the needs of challenging and complex needs students who may require changes to accommodate their specific needs.
- To be an effective manager using de-escalation techniques to defuse situations that arise with challenging students.

#### **3. Links with other officers, Service users or Members of the Public:**

On a daily basis with:-

- The Deputy Principal (Care)
- Students who have complex needs
- Senior Management Team members
- Senior Care Staff
- Care Staff

#### **4. Levels of Responsibility:**

- To ensure all safeguarding procedures are followed as per school and Devon County Council procedures.
- To work in a Children's Home / day special school for children and young people who have complex learning difficulties
- To share responsibility for health and well being of all children through a coordinated approach
- To undertake evaluation and moderation of all risk assessments appropriate to role and responsibilities

- To support in the provision of a caring, stimulating and secure environment for each student through effective, high quality professional leadership.
- To offer full support for the Senior Care Team and the wider Senior Management Team for the whole school.
- To carry out duties/tasks as directed by team leaders or the Deputy Principal (Care).
- To have a full understanding of the health and safety policies of the school and county council.
- To have a full understanding of Children's Homes regulations

#### **5. Effects of Decisions:**

High in terms of student well-being, health and safety.

Effective decision making is essential to maintain the good order of the school as a whole.

Effective decision making and use of initiative occurs on a daily basis to ensure both staff and children are well cared for and their safety is well maintained at all times across the 24 hour continuum.

Must be highly responsible with an excellent work ethic.

#### **6. Resources:**

- Shared responsibility for the maintenance and upkeep of the residence to which you are assigned.

#### **7. Work Demands:**

- Work demands are those associated to a busy special school and Children's Home where emergency procedures are used in difficult and demanding times.
- High stress environment created by complex and challenging students who can be violent and aggressive.
- The post holder must be able to make decisions under pressure on a reactive basis when required.

#### **8. Physical Demands:**

- This role can be physically demanding due to the nature of the children and young people the post holder will be working with.
- Work demands will be in accordance with both pre planned and problem solving outcomes on a daily basis.
- The post holder will be required to attend Team Teach (Positive Intervention) training which will be utilised on a daily basis within the work place as required.
- Keep all training up to date for Team Teach and Manual Handling and other new initiatives when they occur.
- The post holder will also be required to operate equipment that is associated with this particular role. (Where appropriate )
- To work flexible and anti social hours within an agreed rota schedule.
- To support with the behaviour management system in school, coordinating team members where appropriate or required.

## 9. Working Conditions:

- The post holder will have to manage demands of students and prioritise accordingly.
- Work in situations that are stressful and tiring, created by challenging and complex students.
- There is the potential for staff to get hurt in these situations.

## 10. Work Context:

Work within a Residential special school for 60 children and young people who have complex needs and often high levels of challenging behaviour. By definition the post holder will have contact with the children on a daily basis.

## 11. Knowledge and Skills:

- Must be sympathetic to the needs of the children and young people at the school and elsewhere
- Full understanding of Team Teach.
- Hold NVQ/ QCF 3 in health and social care children and young people or equivalent
- A full understanding of the importance of cleanliness and hygiene.
- Up to date knowledge of child protection / safeguarding procedures.
- Up to date knowledge of Residential Special School Regulations
- Up to date knowledge of the relevant care related aspects of other inspection bodies such as Ofsted Education.
- Must be mentally agile, capable of thinking on your feet and think strategically, creatively, laterally, flexibly, with an open mind and under pressure.
- Able to work as a member of the whole staff team.
- Be adaptable and willing to accept guidance and training.
- Be an effective and confident communicator at all levels.
- Work under pressure, sometimes extreme and physically demanding.

## Person specification:

Attribute	Essential	Desirable	Method of Assessment
Management	<ul style="list-style-type: none"> <li>◦ Proven experience of working in a care setting/residential school.</li> <li>◦ Working as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>◦</li> </ul>	<ul style="list-style-type: none"> <li>◦ Application form and references.</li> <li>◦ Demonstrate at interview.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>◦ Recent or relevant work within a school environment.</li> <li>◦ Up to date knowledge of child protection procedures</li> </ul>	<ul style="list-style-type: none"> <li>◦ NVQ3 in child care or equivalent.</li> <li>◦ Time management experience.</li> </ul>	<ul style="list-style-type: none"> <li>◦ Demonstrate knowledge at interview.</li> <li>◦ References.</li> </ul>
Practical Skills	<ul style="list-style-type: none"> <li>◦ Ability to work under own initiative</li> <li>◦ Ability to plan ahead.</li> <li>◦ Ability to prepare for any given situation</li> <li>◦ Work under the direction of the Deputy Principal Care</li> </ul>	<ul style="list-style-type: none"> <li>◦ Offer an after school activity that is stimulating and interesting.</li> </ul>	<ul style="list-style-type: none"> <li>◦ Application form.</li> <li>◦ References</li> <li>◦ Demonstrate knowledge at interview.</li> </ul>

	<ul style="list-style-type: none"> <li>◦ To work constructively as part of a team.</li> <li>◦ Ability to work in a high stress environment.</li> </ul>		
Communication	<ul style="list-style-type: none"> <li>◦ Ability to relate well to staff at all levels.</li> <li>◦ Effective and sensitive to the needs of others.</li> <li>◦ Ability to work constructively as part of a team.</li> <li>◦ Take responsibility for own role and know responsibilities of others in the team.</li> </ul>	◦	◦ Demonstrate knowledge at interview.
Personal Qualities	<ul style="list-style-type: none"> <li>◦ Must be optimistic and constructive</li> <li>◦ Able to manage under pressure</li> <li>◦ Good sense of humour</li> <li>◦ Set positive example and good role model to children and young people and to colleagues</li> <li>◦ A good health record.</li> <li>◦ Experience of working with children who have complex needs.</li> </ul>	◦	◦ Demonstrate knowledge at interview.
Strategic Thinking	<ul style="list-style-type: none"> <li>◦ Manage day to day needs of individual children and staff</li> <li>◦ Manage resources and problem solve on a daily basis.</li> <li>◦ Must be able to 'think on your feet'</li> <li>◦ Adaptable and willing to accept staff direction.</li> <li>◦ Ability to work as part of a team whilst still maintaining a leadership role.</li> <li>◦ Effective communicator at all levels.</li> </ul>	◦	<ul style="list-style-type: none"> <li>◦ Demonstrate knowledge at interview.</li> <li>◦ In tray exercise.</li> </ul>
Education and Training	<ul style="list-style-type: none"> <li>◦ NVQ3 in Child Care or other equivalent</li> </ul>	<ul style="list-style-type: none"> <li>◦ Team Teach</li> <li>◦ Basic Food Hygiene Certificate</li> </ul>	<ul style="list-style-type: none"> <li>◦ Application form.</li> <li>◦ Demonstrate knowledge at interview</li> <li>◦ Certificates.</li> </ul>
Equal Opportunities	<ul style="list-style-type: none"> <li>◦ Devon County Council and its staff have a statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties</li> </ul>	◦	◦ Demonstrate knowledge at Interview
Physical	<ul style="list-style-type: none"> <li>◦ Able to carry out the duties of the post with reasonable adjustments where necessary</li> </ul>	◦ Manual Handling training.	◦ OH1
Other relevant factors	<ul style="list-style-type: none"> <li>◦ Commit and conform to DCC Customer Service Standards</li> </ul>	◦	◦

**Signatures:**

**Job Description agreed by:**

**Line Manager:** \_\_\_\_\_  \_\_\_\_\_ **Date:** 17/07/17 \_\_\_\_\_