# WINDLESTONE SCHOOL

JOB DESCRIPTION

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| **NAME:** |  | |
| **POST TITLE:** | Head of Care | |
| **SCALE:** | Grade 12 Pt39-Pt43 | |
| **RESPONSIBLE TO:** | Headteacher | |
| **RESPONSIBLE FOR:** | Residential Unit Leaders, Residential Child-Care Officers(RCCOs) | |
| **LIAISON WITH:** | Leadership Team**,** teachers, LSSAs, Site & Transport Manager, | |

1. **MANAGEMENT, ORGANISATION, ADMINISTRATION & STAFFING**

1.1 To play a significant role in developing a cohesive staff team consistent with the school's aims and objectives by:

* being a member of the school’s Leadership Team,
* motivating all staff by personal influence and high standards of professional practice,
* proactively supporting and embedding the school ethos and associated policies,
* taking a lead role in facilitating the annual external inspection (Ofsted) of the residential facility,
* taking lead responsibility for delivering aspects of school improvement initiatives with particular regard to the residential and extended evening aspects of school provision,
* promote a culture of ownership through rigorous self-evaluation across the school so that everyone feels accountable for their part in it success,
* leading, where appropriate, and participating in staff training.

1.2 To ensure that the school’s residential facility:

* meets the quality and standards described in the relevant National Minimum Standards; and
* has an occupancy level that demonstrates value for the resources deployed to it.

1.3 To ensure that residential staff are appropriately supported and developed by:

* chairing, setting agendas, minuting, and action planning regular meetings of the residential staff team,
* line managing, supervising and affecting yearly appraisal of the Unit Leaders and residential support staff,
* formally inducting new residential staff into school practice, and
* establishing and maintaining training for residential staff that meets the National Minimum Standards for Residential Special Schools.

1.4 To lead a multi-disciplinary team and manage the school's resources efficiently and according to school policy and practice during the extended and residential day as timetabled.

1.5 To closely scrutinise residential students’ Casework ensuring it achieves high standards of quality and currency.

1.6 To oversee the extended evening activities, encouraging community links and developing links with external clubs/organisations and ensuring that:

* this aspect of the school provision is well planned and organised and that staff are deployed effectively and efficiently,
* the range of activities offered to the young people are fun, safe, provide value for money and support the social development of the students.

1.7 Collaborate with the senior leadership team to ensure that the social development demonstrated by students accessing the extended evening activities and residential provision is acknowledged and rewarded in a way that is consistent with the whole school reward system.

1. **FINANCE**

2.1 To exercise control over budgets relating to:

* residence,
* time tabled extended day leadership and management,
  1. To ensure any student monies or valuables handed over to staff are transparently recorded and accounted for.

1. **PARENTS/CARERS**

3.1 To attend any meeting the school arranges for parental/carer consultation and liaison.

3.2 To work with parents/carers to secure partnership in the learning process.

3.3 To use the school’s mechanisms for recording conversations with parents/carers.

1. **LINKS WITH THE COMMUNITY**

4.1 To support school and student links with the community.

4.2 To respond to any adverse incidents in the community promptly and in a manner that will mitigate damage to the school’s good reputation.

1. **STUDENTS BEING HEALTHY**

5.1 To monitor student dining arrangements in each of the living units

5.2 To provide individual or small groups of resident students with personal, social and health related guidance when necessary.

5.3 To ensure extended day activities time during tabled extended day leadership and management promote healthy lifestyles.

1. **STUDENTS STAYING SAFE**

6.1 To safeguard and promoting the welfare of students by:

* adhering to the policies and procedures of the Governing Body in respect of all aspects of safeguarding and promoting the welfare of children and young people;

* adhering to school guidance on restrictive physical intervention, the abuse of trust, and boundaries to professional behaviour;
* having knowledge of what constitutes abuse and the signs and symptoms of abuse;
* reporting concerns about poor or unsafe practice to the school’s Child Protection and Welfare Coordinator;
* making use of all curricular and extracurricular opportunities to ensure students keep safe and recognise unacceptable behaviour; and
* listening to students.

1. **STUDENTS ENJOYING AND ACHIEVING**

7.1 To have a significant responsibility for day to day aspects of student support by:

* ensuring that the school’s structured environment and ethos is adhered to;
* encouraging students to maintain socially acceptable standards of behaviour in all aspects of school life;
* establishing good relationships with students as detailed in the school's Aims and Objectives, and other guidelines for staff;
* using evidence from the students, parents/carers, staff and other involved professionals to evaluate and review systems of support to students;
* ensuring students are offered support and guidance when needed;
* closely scrutinising the quality and currency of resident students’ Placement Plans;
* closely scrutinising the quality and currency of the Mentoring Plans of residential students;
* using the schools mechanisms for recording student behaviour.

7.2 To act as Case Co-ordinator for all resident students by:

* chairing multi - disciplinary Annual Reviews of students Education Health and Care Plans (EHCP);
* having oversight of reports on students’ participation in the extended day for annual EHCP reviews;
* ensuring that the written summary of the Annual Review accurately reflects the views expressed by attendees; reviews existing educational, social and physical targets; establishes new targets; and considers the implications for provision arising from the new targets;
* meeting regularly with co-ordinating team members to consider each student's rate of progress, degree of achievement ;
* monitoring, evaluating and regularly reviewing students’ Special Needs Provision; and
* carrying out a review of students’ risk assessments as necessary

in collaboration with co-ordinating team members, and with the support of the SENCO and Headteacher.

7.3 To ensure, when time tabled to lead a multi-disciplinary team and manage the extended and residential day:

* individual and groups of students are engaged in constructive, enterprising, and socially extending leisure activities;
* activities appeal to minority as well as majority interests;
* the effective use of school based resources;
* activities make use of community resources; and
* that students are not excluded from participation without good reason.

1. **STUDENTS MAKING A CONTRIBUTION**

8.1 To play a significant role in monitoring students ability to form positive relationships and challenging bullying and discrimination.

* 1. To provide experiences for resident students to contribute to the group living experience.

1. **STUDENTS SOCIAL & ECONOMIC WELL-BEING**

9.1To play a significant role in monitoring students ability to be accepted by others, and make and sustain appropriate interpersonal and group relationships ensuring those unable to do so receive appropriate support.

9.2 To actively encourage all staff to an approach to student management in a manner that teaches self- responsibility.

**10. OTHER PROFESSIONALS**

* 1. To actively promote positive liaison with the Police, Social Services, CAMHs, and other agencies involved with students.

**11. SCHOOL ENVIRONMENT**

11.1 To play the major role in maintaining and developing a safe and secure residential environment, and a significant role in maintaining a safe and secure learning environment in the school building by ensuring that:

* the school’s structured environment and ethos is adhered to;
* social rooms, spaces and corridors throughout the residential facility are attractive, kept tidy and clean;
* safe working practices are maintained at all times;
* good care is taken of resources; and
* damage is reported.

11.2 To encourage students to take increasing personal responsibility for their own welfare including their management of relationships, personal hygiene, dress, health and safety.

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11.3 To take a significant role in the supervision of students at break and lunch times, during extended evening and in residential provision.

11.4 To monitor school social trips and journeys ensuring health and safety protocols are followed and risk assessment issues are referred to the Site and Transport Manager.

**12. GENERAL**

* 1. To adhere to all school policies and undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

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| **Member of Staff :** |  |
| **Line Manager** |  |
| **Date:** |  |