**DURHAM** **COUNTY COUNCIL**

**WALWORTH SCHOOL**

**JOB DESCRIPTION - September 2018**

Post Title: Residential Child Care Officer  
Responsible to: Head of Care  
Liaison with: Senior Residential Child Care Officer and Head of Care

Grade: Grade 6 - Point 21-25

(If this post is offered on a temporary basis with some variation

in Grade the content of this job description will still apply)

1 .0 Primary Responsibilities

1.1 To play a role in the establishment, maintenance and development of the structured environment of the school generally, and the residential unit particularly, thus providing pupils with a calm and relaxed group living experience conductive to emotional and physical security, personal happiness

and growth.

1.2 To be conversant with and work towards fulfilling the school’s Aims and Objectives and Development Plans, ensuring that the school’s philosophy, ethos, and policies are soundly reflected in the practice of the residential facility.

1.3 To have a knowledge of the principles and practice of the Children’s Act 1989 / 2004 and have due regard for the requirements of Safeguarding, Every Child Matters and the National Minimum Care Standards as they relate to LEA residential schools and demonstrate working practice that reflects this.

1 .4 To play a significant role in the training and counselling of pupils in personal and social competence, including:-relationships, health, hygiene, dress, safety and social graces and to promote within pupils increased responsibility for self.

1 .5 To operate the residential facility’s weekly educational, recreational and social programmes and engage individual and groups of pupils in constructive enterprising and socially extending leisure pursuits.

1.6 To share in the corporate responsibility and wellbeing of all pupils

1.7 To respect and maintain the confidential nature of the work.

1.8 To undertake sleeping-in duties as required, up to 2 per week.

* 1. To provide support and counselling for pupils during the school day in line with

the school’s behaviour management policy.

* 1. To share the responsibility for the administration and recording of medication prescribed to pupils with trained staff in line with the school policy.

2.0 Pupils

2.1 To establish good relationships with pupils as detailed in the school’s Aims and Objectives and other staff guidance.

2.2 To encourage all pupils to maintain socially acceptable standards of behaviour in all aspects of school life as described in the staff handbook, behaviour policy and other guidelines for staff.

2.3 To be the personal tutor for a group of resident pupils and provide these and all pupils generally with guidance and counselling of a personal and social nature.

2.4 To take a share of the responsibility for the safe supervision of pupils by exercising adequate care and control.

2.5 As the personal keyworker; liaise with the pupil’s teacher/tutor, undertake case work and report writing; develop and implement care plans, risk assessments and social programmes for a group of residential pupils.

2.6 To ensure that full and complete case-work records for the allocated group of pupils are maintained and that sound decisions are made and carried out for those pupils.

2.7 To prepare social and emotional reports as personal tutor and attend and contribute to the Annual Reviews for the allocated group of pupils.

2.8 To be aware of any problems by maintaining good communications and alleviating difficulties with resources.

* 1. To maintain effective and appropriate day to day recording of pupil’s progress and behaviour through existing mechanisms.

2.10 To undertake initial home visits prior to pupils residential admission and follow appropriate admission practice.

2.11 To prepare information and records for transfer and accompany Year 6 resident pupils on their pre-admission visits to receiving schools.

2.12 To produce residential/social reports as required by other outside agencies.

2.13 To help pupils with homework and other educational activities.

3.0 Staff Group

* 1. To participate in the school’s staff development programme.

3.2 To liaise with staff of all disciplines as necessary, to promote co-operation within the school and ensure minimum disruption for the smooth running of the establishment.

* 1. To participate in appropriate In-Service training and undertake induction within

the first 6 months of employment.

3.4 To attend and participate in multi-disciplinary and child care staff meeting.

3.5 To liaise as personal tutor with other members of a pupil’s co-ordinating team.

3.6 To attend any other meetings arranged for parental consultation and liaison.

3.7 To take an appropriate share of the responsibility for the safe provision of pupils by exercising adequate control and being physically able to deploy Team Teach protocols.

4.0 Management Organisation and Administration

4.1 To contribute to the reviews and revision of the whole school policy and practice on Behaviour Management.

4.2 To undertake classroom support duties and break/lunch time supervising duties as per timetable.

4.3 To ensure that all Health and Safety regulations are followed and to liaise with the Health and Safety Officer as necessary.

4.4 To follow all aspects of Health and Hygiene care and ensure that procedures are followed in the dispensary of prescription and non-prescription medicines.

4.5 To notify the head of care of any repairs necessary in the residential facility.

4.6 To play a significant role or be responsible for the operation and management of a living unit within the residential facility.

4.7 To contribute to the display of pupil’s work within the residential/living unit.

5.0 Resources

5.1 To make effective the efficient use of the resources available within the school and be aware of the resources provided by the LEA and those within the community.

5.2 To keep proper records and ensure the security of any funds allocated to the living unit and including money belonging to pupils.

5.3 To keep the living unit and social areas tidy, undertake any essential cleaning in an emergency, maintain safe working practice and take good care of the fabric furniture, fittings and resources.

6.0 General

* 1. To perform any other reasonable task that the Head Teacher or his/her appointed deputy may ask.

7.0 Working Time

7.1 This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out and as part of it may be so construed.

7.2 The working week of 43 hours is an average figure and has been calculated to take account of the fact the employees in residential education establishments receive school holidays rather than a period of annual leave prescribed in the national conditions of service.

8.0 Review

8.1 The job description will be reviewed at least once a year and may be subject to amendment or modification at any time after consultation with the post holder.

9.0 Performance Criteria

These criteria will form the basis for the annual review of the effectiveness of the post holder in fulfilling the duties and responsibilities for this particular post.

9.1 To have maintained case work records and produced appropriate individual social programme/care plans as personal tutor for a specific group of pupils.

9.2 To have produced social and emotional reports and attended and contributed to Annual Reviews for those pupils.

9.3 To have undertaken pre admission home visits, pre transfer school visits and prepared information and records for transfer to receiving schools.

9.4 To have maintained the living unit for which responsible in a tidy well maintained condition.

9.5 To have attended 80% of residential child care and multi-disciplinary staff meetings.

9.6 To have taken part in the schools staff development programme and appropriate in-service training.

9.7 To share in the corporate responsibility and well-being of all pupils.