



Job Description

Job Title: Deputy Head of Residential Care -
Maternity Cover

Location: Holbrook School for Autism

Job Description

Job Title	Deputy Head of Residential Care- Maternity Cover
Location:	Holbrook School for Autism, Portway Holbrook, Derbyshire. DE56 0TE
Hours per week:	30 to 37 hours per week
Weeks worked per year:	39 weeks, term time only
Reporting to:	Head of Residential Care
Salary Scale:	Grade 9 (Points 16-19)

Purpose of Role:

Support with the management of all aspects of the school's residential provision and deputise for the Head of Care.

Main Duties	<ul style="list-style-type: none"> • Ensure all residential staff have detailed knowledge and undertake their duties in accordance with school policies and good practice which operate on a day to day basis throughout the school with respect to safeguarding. • Support with preparation for annual Ofsted inspections and play a key role in supporting inspectors, the Headteacher and Head of Care throughout their visit. • Ensure the residential provision meets the National Minimum Care Standards. • Assist and advise care staff on the organisation and implementation of appropriate work with the children in residence. • Work with groups and individual children within the residence, in other areas of the school and in the community as required. • Be involved in the planning of activities, to contribute to the development of a "waking" day curriculum that maximises use of resources and room management of the whole of the residence with other team members. • Oversee the administration of prescribed medication for children/young people as and when required in accordance with National Minimum Care Standards and ensure records and policy are correctly adhered to. • Liaise and work closely with teachers, social workers, therapists, psychologists, and other professionals as required. • Work in close partnership with parents/carers and attend regular review meetings with parents/carers in school.
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	<ul style="list-style-type: none"> • Take part in in-service training and maintain personal professional development. • Maintain confidentiality and observe General Data Protection Regulations. • Co-ordinate and be responsible for activities outside normal residential/ school hours for students throughout the school.
Administration	<ul style="list-style-type: none"> • Ensure the development, implementation and review of care and educational plans, through assessment, record-keeping and review as appropriate for all children in accordance with the school's and LA's practices and policies. • Maintain records and report on assessment and pupil programme and timetables, etc as required. • Ensure compliance with GDPR. • Undertake risk assessments and complete records accordingly. • Be accountable and responsible for the administration and distribution of pupils' pocket money in the Residential Unit.

Person Specification

Qualifications, Knowledge & Experience	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • NVQ level 3 or higher in Residential Childcare. • Demonstrate experience of effective working with pupils with severe SEN • A range of appropriate SEN specialisms appropriate to setting. • Behaviour management and positive intervention strategies. • Working in a residential establishment. • Planning educational programmes and associated timetabling. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Qualification relating specifically to autism. • Willingness to undertake further relevant accredited training. • Supervising and organising staff.
Skills & Abilities	<ul style="list-style-type: none"> • Ability to delegating tasks and responsibilities. • Ability to articulate and communicate vision goal priorities. • Be able to monitoring practice and give oral and written feedback. • Have a supportive approach to instigating and managing change and the ability to monitor and evaluate impact. • Ability to work within a team and on own initiative, demonstrating management and organisational skills.
	<ul style="list-style-type: none"> • Ability to communicate effectively in writing and verbally. • Be competent in the use of ICT. • Ability to assess the needs of a situation and respond appropriately.

	<ul style="list-style-type: none"> • Have a flexible and approachable nature. • Be calm and resilient under pressure. • Able to deal sensitively with people and resolve conflicts, as well as robustly challenge under performance and misconduct. • Positive and energetic approach to work.
Other General Requirements	<ul style="list-style-type: none"> • Represent and promote the ethos and values of Esteem Multi-Academy Trust • To take and be accountable for all decisions made within the parameters of the job description • Participate with performance management and training and activities that contribute to personal and professional development • Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities & GDPR. • Provide a high standard of customer service in all dealings internal and external to the MAT

This Job Description is non-exhaustive and sets out the main expectations of the post holder. This Job Description can be altered with the agreement of the postholder and will be reviewed regularly. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Signed: 

Date: September 2025